PermitLA

City of Los Angeles
Department of Building & Safety

User Manual

November 2015

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1 Introduction

PermitLA is the new online application to obtain *Express Permits*, including *Temporary Special Event (TSE) Permits*, from the City of Los Angeles Department of Building and Safety (LADBS). It has replaced the earlier online permitting system known as e-Permit.

Express Permits are permits that don't require plans to be checked, and are available either online through PermitLA*, or at the express permit counters of the City's Construction Services Centers. For a list of these permits, click the link Express Permits Informational Bulletin.

*The availability of online express permits is dependent on several factors, including, but not limited to, complexity of the work, cost or valuation, contractor license, and type of address/building (e.g., historical address/building).

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2 The Basics

2.1 PermitLA Features

Online Permit Application

- Apply for permits which do not require any plan checks.

  The availability of online express permits is dependent on several factors, including, but not limited to, complexity of the work, cost or valuation, contractor license, and type of address/building (e.g., historical address/building).
- Shopping Cart – Apply now and pay later.
- My Projects and My Permits – Associate online permits with a project.

Permit Fee Application

- Calculate fees for online permits prior to permit application.

Property Research

- *Property Activity Report* – Easy access to, and visual display of general information from the City of Los Angeles Department of Building and Safety's plan check and inspection system, and code enforcement information system.
- *Parcel Profile Report* – Easy access to, and visual display of City parcel, legal, and zoning information.
- *LAHD Property Activity Report* – Access to City of Los Angeles Housing Department for code enforcement information on properties with two or more dwelling units (e.g., duplex and apartment).
- *Planning Case Tracking System* – Access to City of Los Angeles Planning Department for a summary of information on cases submitted to Planning.

Report a Property Violation

- Report a potential code violation on a private property (single family residential, commercial, industrial, and vacant buildings) within the City of Los Angeles.

Request for Inspection

- Request an inspection for a permit pulled online, or from any of the City of Los Angeles' Construction Services Centers.

Construction News

- Construction-related information from the City of Los Angeles Department of Building and Safety.

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2.2 System Requirements

- Enable Pop-Ups for PermitLA
- Adobe Acrobat Reader
- Minimum Browser Requirement -- Internet Explorer (IE) 7, Firefox 13, Chrome 20 or Safari 5

	Browser Compatibility								
Operating System	**IE 7.x**	**IE 8.x**	**IE 9.x**	**Firefox 13.x**	**Firefox 14.x**	**Firefox 15.x**	**Chrome 20.x**	**Chrome 21.x**	**Safari 5.x**
Windows XP	✓	✓		✓	✓	✓	✓	✓	✓
Windows 7	✓	✓	✓	✓	✓	✓	✓	✓	✓
Mac						✓			✓

2.3 Credit Cards Accepted

- American Express
- Discover
- Mastercard
- Visa

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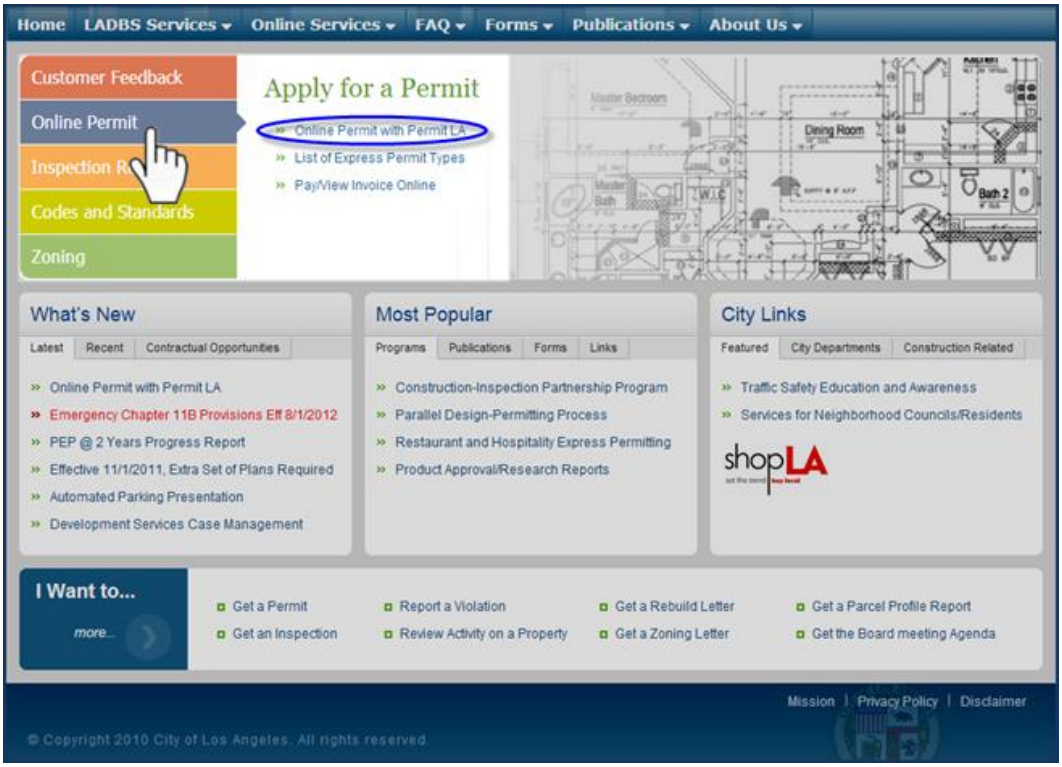
3 Accessing PermitLA

You can access PermitLA directly by navigating to www.buildla.lacity.org.

To access PermitLA from the LADBS website at ladbs.org, select ***Online Permit with PermitLA*** from the ***Online Permit*** menu. This will direct you to the PermitLA Login Screen.



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4 Registration and Login

If you were already a registered user in the previous e-Permit system, your information has been transferred to PermitLA and a notification sent to your email address on-file containing your temporary password and a link to the PermitLA website. All users who are new to the City's online permitting service must register to use the site (see Section 4.3).

4.1 Login Name

- PermitLA uses your registered email address as your Login Name.

PermitLA Login Name = Email Address

- Login Name is not case sensitive.
- For users of the "old" permitting system, e-Permit: It is important to note that the Login Name changed from the customer-defined username to the customer-registered email address. To reiterate, your Login Name in PermitLA is **NOT** your previous login name (or user name) from e-Permit.

PermitLA Login Name ≠ e-Permit Login Name

- For users of the "old" permitting system, e-Permit: If your email address has changed from the one that LADBS has on file, you must re-register in PermitLA using your current email address.
- Due to LADBS record management and security policies, PermitLA currently restricts users from changing the email address associated with their account. Once you have registered for an account in PermitLA with one e-mail address, you will not be allowed to reset your email address for that account, you must, instead, create a completely new account for the new email address.

4.2 Password

- Password rules:
  - Length: 6 – 8 characters
  - Must begin with a letter
  - Must contain at least one number
  - Must not contain spaces and special characters (e.g., @, #, >, /)
  - Passwords ARE case-sensitive
  - Examples of valid password:
    - LogM3in
    - logmein8
    - logME2

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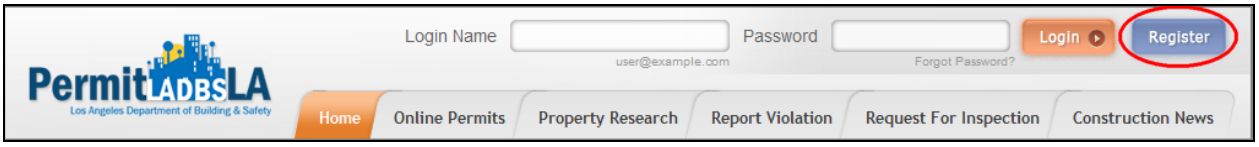
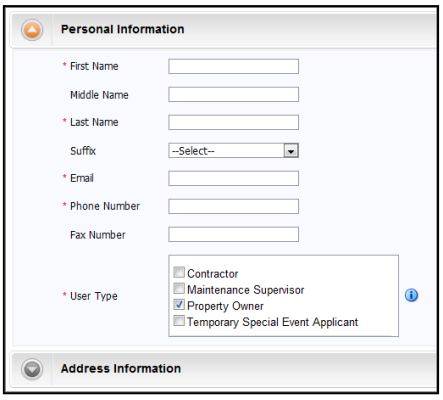
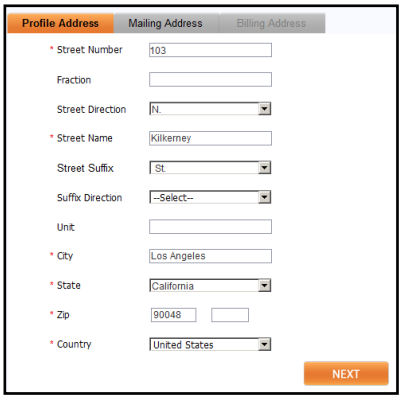
4.3 Registration



To register as a new user, click the ***Register Button*** at the upper right corner of your screen.

When the registration screen opens, fill in the required fields for ***Personal Information***, then click the ***Address Information*** button.



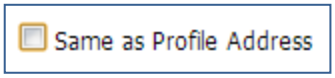


- Required fields are indicated by a red asterisk (*).

- Click on the blue information icon, , for more information.

- The ***Address Information*** has three tabs – Profile Address, Mailing Address, and Billing Address. Begin by filling in the ***Profile Address*** information. Click ***Next*** to go to the next tab.

  Under ***Mailing Address***, you are given the "Same as Profile Address" check box:

  Under ***Billing Address***, you are given the "Same as Mailing Address" check box:

- There are currently four user types:
  1. Contractor
  2. Maintenance Supervisor
  3. Property Owner
  4. Temporary Special Event Applicant

- A customer can have more than one user type.

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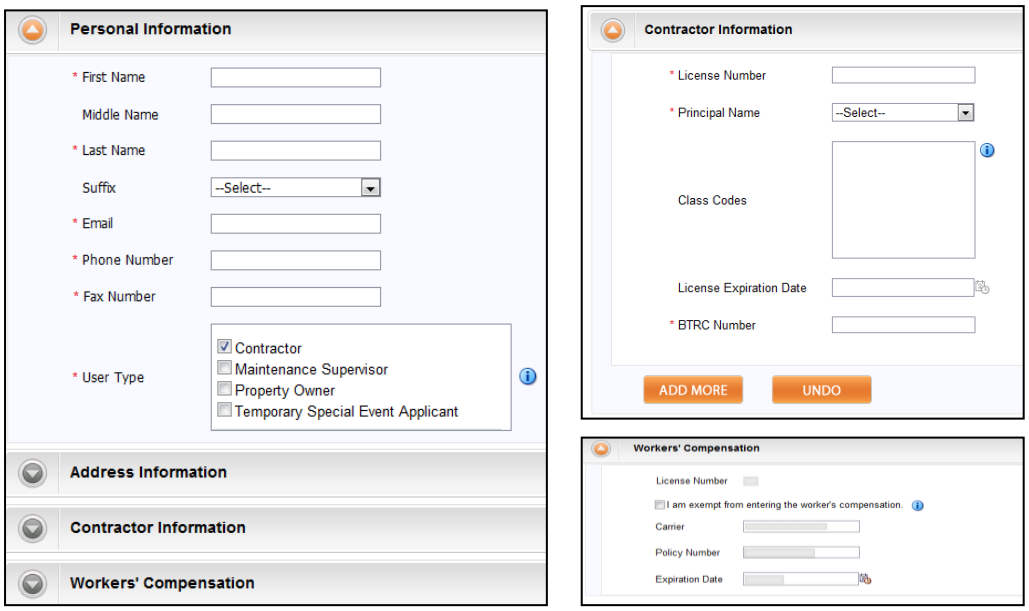
- Requirements for a Contractor



A contractor must have:

- A valid and active contractor license issued by the California State License Board.
  - Enter the license number then hit the Enter key. The license class code(s) and expiration date will be automatically populated.
  - Principal Name – The name is displayed when there is only one principal name associated with the license. If there is more than one, you are required to select a name from the drop-down list.
- A valid Business Tax Registration Certificate (BTRC) issued by the City of Los Angeles.
  - Enter the first ten (10) digits of your BTRC number, including any leading zeros, e.g., 0000011001. The system validates the BTRC number against data from the City of Los Angeles Office of Finance.
- A valid Workers' Compensation policy, unless otherwise exempt.
  - Workers' Comp information is automatically pre-populated after the contractor license number is typed in. Check the "I am exempt" box if exempt.

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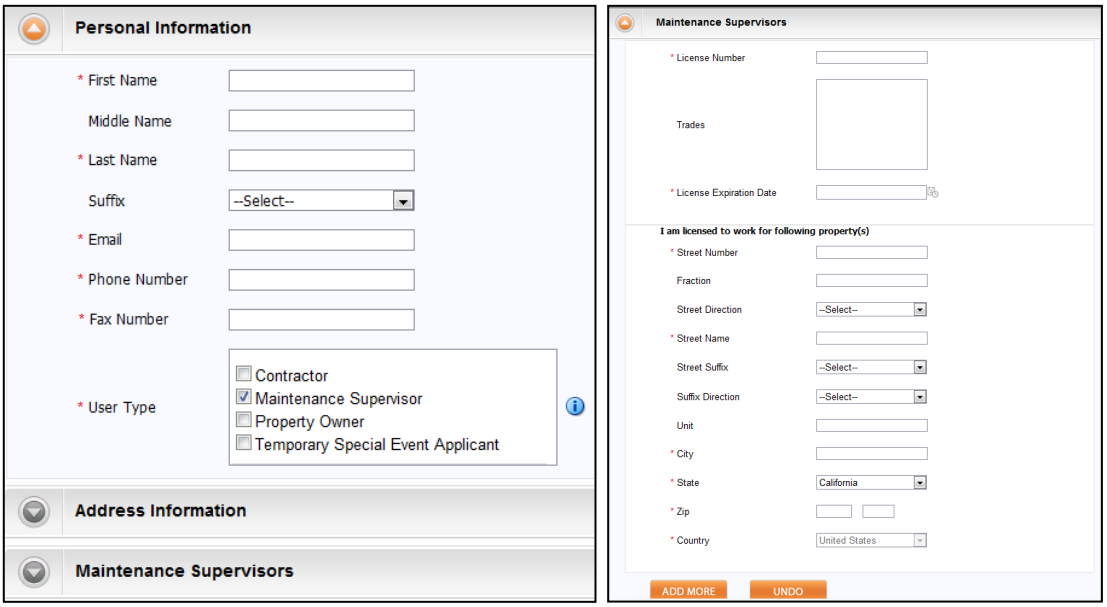
- Requirements for a Maintenance Supervisor

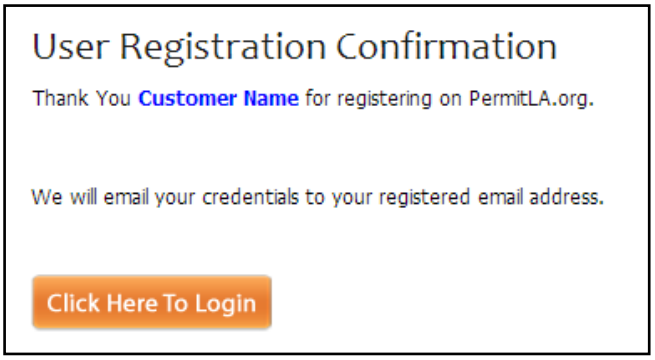


A maintenance contractor must have:

- A valid maintenance supervisor license issued by the City of Los Angeles Department of Building and Safety.
  - Enter the trade license number then hit the Enter key. The applicable trade(s) and license expiration date will be automatically populated.
  - Property Associated with Trade License – Enter the address of the property for which you are licensed to complete work. Click ***Add More*** to enter additional properties tied to the license.

- Complete the Registration

When you have completed the registration process, click on ***Submit***. The User Registration Confirmation page is displayed with a message stating that your login credentials will be sent to your registered email address. The email will contain your ***Temporary Password*** and a link to log into PermitLA.


User Registration Confirmation
Thank You Customer Name for registering on PermitLA.org.
We will email your credentials to your registered email address.
Click Here To Login

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4.4 First-Time Login

The first time you login, you will be asked to:

- Enter the temporary password that was sent to your registered e-mail.
- Enter a permanent password.
- Select three (3) security questions and enter their corresponding answers. The answers provided to the security questions will be used to retrieve your password should you forget it.

Important Security Note:

PermitLA locks your account after five (5) consecutive incorrect login attempts. In case your account gets locked, wait ten (10) minutes then try again. A message to this effect is displayed to the user immediately after the account is locked. If the issue persists, click the “Forgot Password?” link and follow the on-screen instructions.

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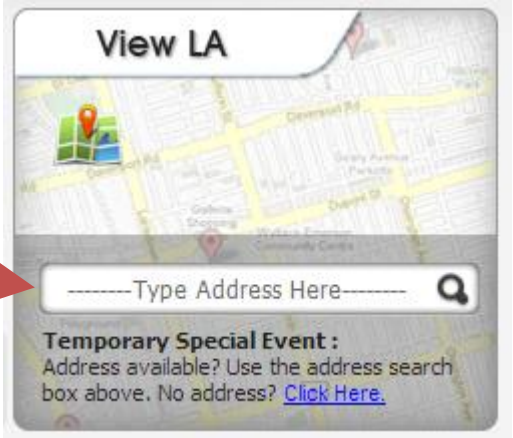
5 Searching Addresses

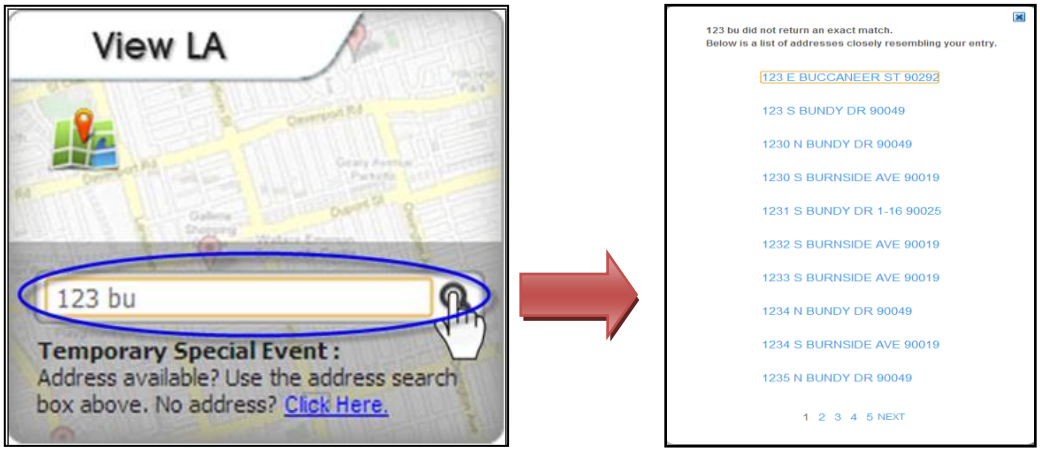

View LA
--------Type Address Here--------
Temporary Special Event :
Address available? Use the address search box above. No address? Click Here.

Whether you are applying for a permit or researching a property, ***View LA*** is the tool you use to search for the property.

Enter the address at the address search box, "Type Address Here".

Click the magnifying glass or Enter on your keyboard to initiate the search.

To optimize your search, just enter the house number and the street name (or type in a minimum number of characters), and let ***View LA*** locate the address for you. When the search is complete, select your address from the list.


View LA
123 bu
Temporary Special Event :
Address available? Use the address search box above. No address? Click Here.
123 bu did not return an exact match.
Below is a list of addresses closely resembling your entry.
123 E BUCCANEER ST 90292
123 S BUNDY DR 90049
1230 N BUNDY DR 90049
1230 S BURNSIDE AVE 90019
1231 S BUNDY DR 1-16 90025
1232 S BURNSIDE AVE 90019
1233 S BURNSIDE AVE 90019
1234 N BUNDY DR 90049
1234 S BURNSIDE AVE 90019
1235 N BUNDY DR 90049
1 2 3 4 5 NEXT

If an address cannot be found, it may be outside of the City of Los Angeles' jurisdiction/boundaries, or it may require special processing (e.g., the structure on the lot is a historical building). In this case, the address is ineligible for an online permit, and you will have to visit one of our Construction Service Centers to process a permit for this property.

No records found for the address entered.
Sample address search formats:
201 FIG
201 FIGUEROA
201 FIGUEROA ST
201 FIGUEROA ST 90012
201 N FIG
201 N FIGUEROA
201 N FIGUEROA ST
201 N FIGUEROA ST 90012
Additional requirements may be required for this address 123 streetname.
Please visit your nearest LADBS Construction Services Center (CSC) for addresses that may require special processing. Click here for CSC locations and hours. For questions or additional information, call 311 within LA county; outside LA county, call (213) 482-0000.
OK

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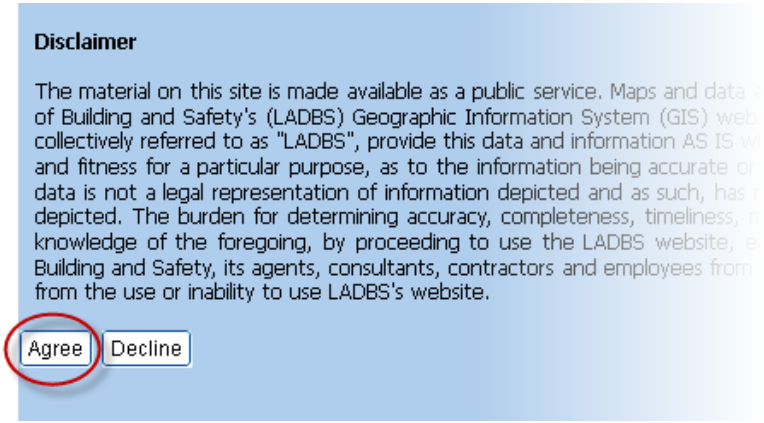
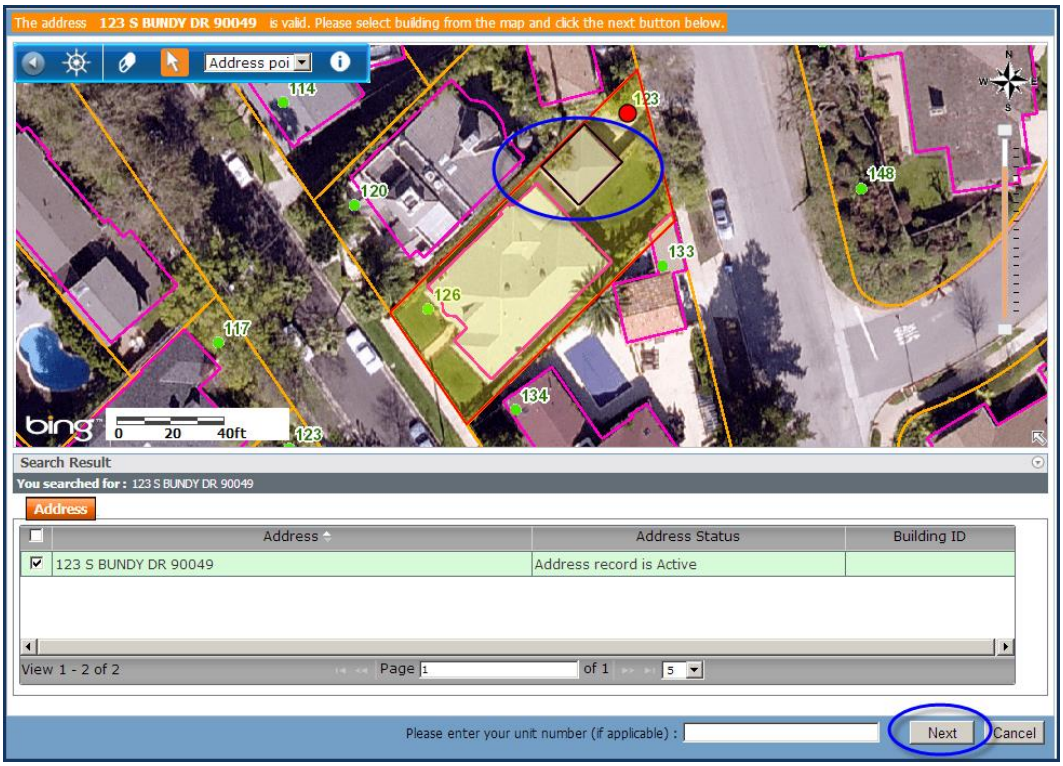
The first time you use ***View LA***, you are asked to accept the disclaimer.


Disclaimer
The material on this site is made available as a public service. Maps and data
of Building and Safety's (LADBS) Geographic Information System (GIS) web
collectively referred to as "LADBS", provide this data and information AS IS w
and fitness for a particular purpose, as to the information being accurate or
data is not a legal representation of information depicted and as such, has
depicted. The burden for determining accuracy, completeness, timeliness,
knowledge of the foregoing, by proceeding to use the LADBS website,
Building and Safety, its agents, consultants, contractors and employees from
from the use or inability to use LADBS's website.
Agree
Decline

The map opens showing your address. Select the structure for which you are applying for a permit and click the ***Next*** button at the bottom right hand of the screen.

Note: In certain situations, the system will prompt you to enter a unit number. When this occurs, enter the unit number where the work will take place, then click the ***Next*** button. The ***Unit Number*** box is to the left side of the ***Next*** button.



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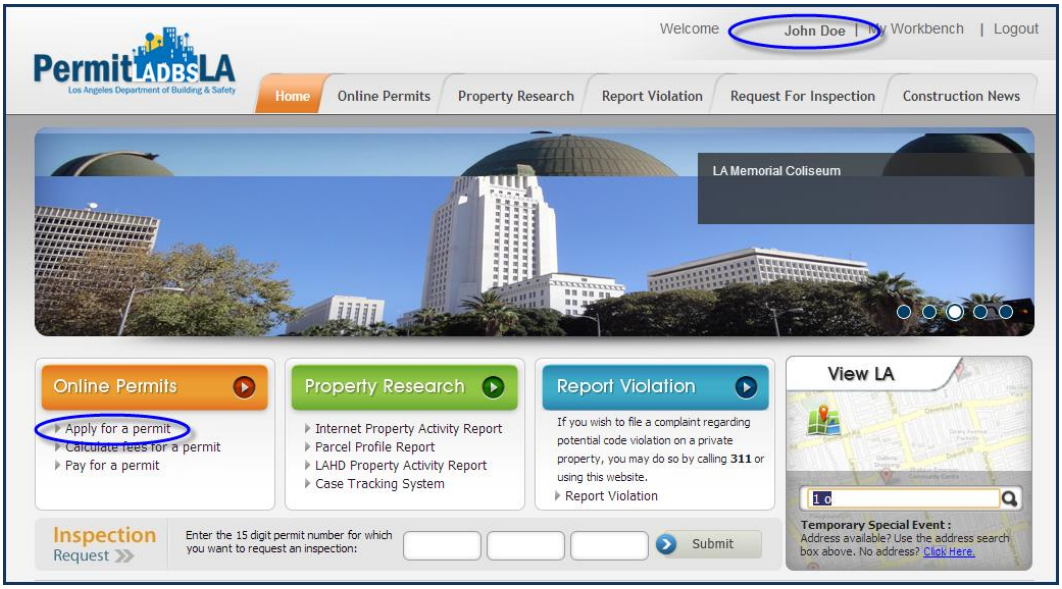
6 The Permit Process for Contractors

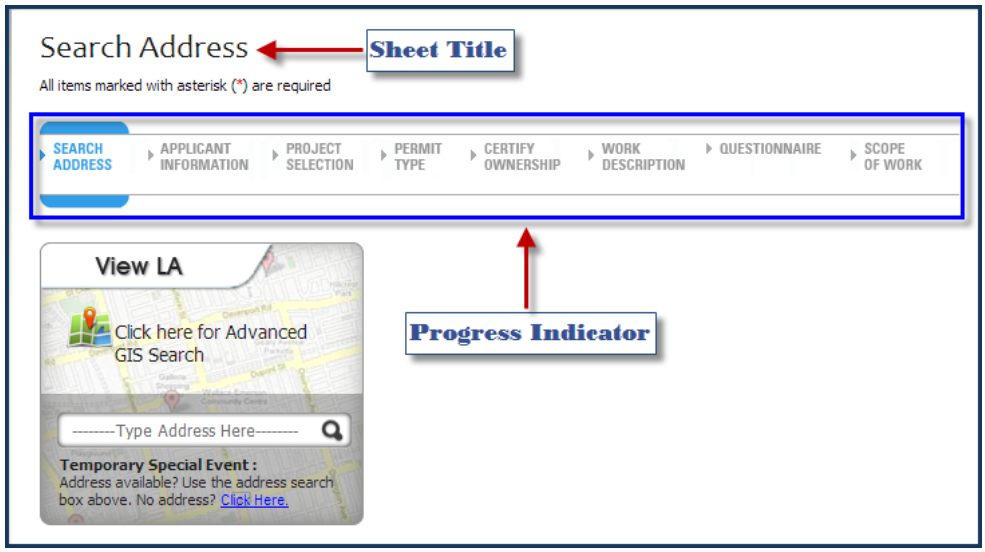
To make the permit process as quick and easy as possible, PermitLA follows a similar step-by-step process for all permit types. The PermitLA website is designed to give a simple, comprehensive walkthrough and review of requested permit applications.

6.1 Begin the Permit Process

After registering as a contractor, log in to PermitLA. Your registered name is shown in the upper right corner of the screen. Click ***Apply for a permit*** under the Online Permits heading to begin.


Welcome
John Doe
My Workbench
Logout
Home
Online Permits
Property Research
Report Violation
Request For Inspection
Construction News
LA Memorial Coliseum
Online Permits
Apply for a permit
Calculate fees for a permit
Pay for a permit
Property Research
Internet Property Activity Report
Parcel Profile Report
LAHD Property Activity Report
Case Tracking System
Report Violation
If you wish to file a complaint regarding potential code violation on a private property, you may do so by calling 311 or using this website.
Report Violation
View LA
Temporary Special Event :
Address available? Use the address search box above. No address? Click Here.
Inspection Request
Enter the 15 digit permit number for which you want to request an inspection:
Submit

As you progress through the permit process, each sheet (or page) has a ***Title*** and a ***Progress Indicator*** to indicate where you are in the permit application process.



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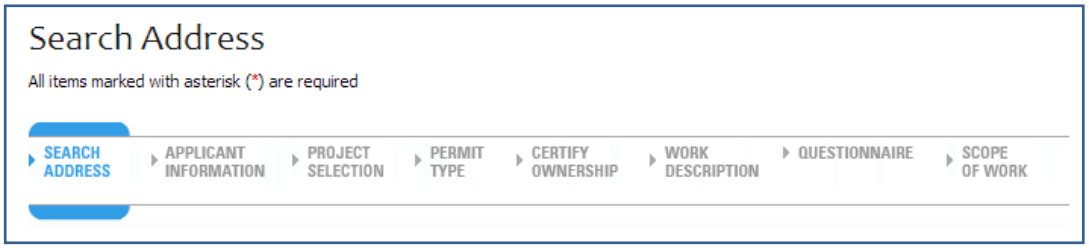
Search Address

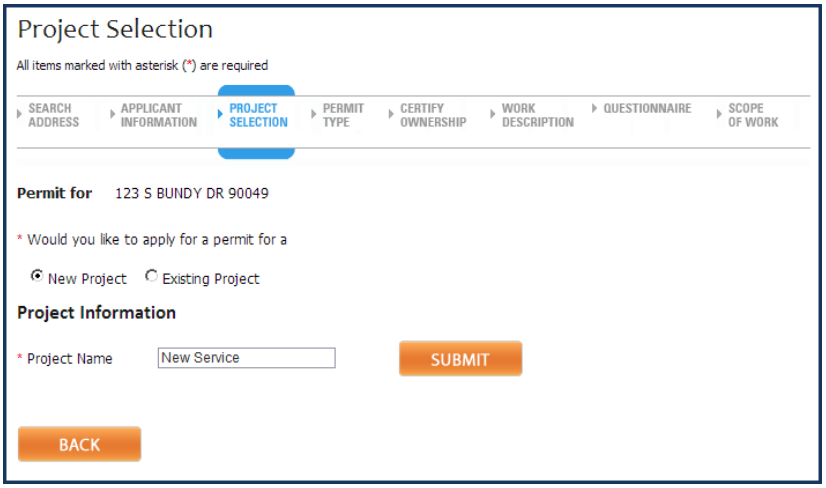


Begin the process by searching for the permit address. If you need help with this, please see the section on ***Searching Addresses*** above.

Applicant Information

On the ***Applicant Information*** sheet, verify that the information on the page is correct and that ***Contractor*** is selected in the ***'Applying for this permit as'*** field.

Project Selection



The ***Project Selection*** sheet is where you can assign this permit application to a new or an existing project if you have multiple permits for a single project. The **Project Name** is provided so applicants can link or group permits together for their own tracking purposes. So, choose a name that is meaningful to you. If you are applying for a single permit, give it a project name. Click on ***Submit***.

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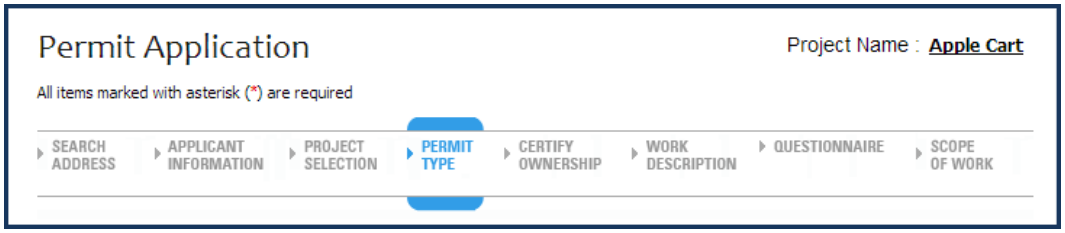
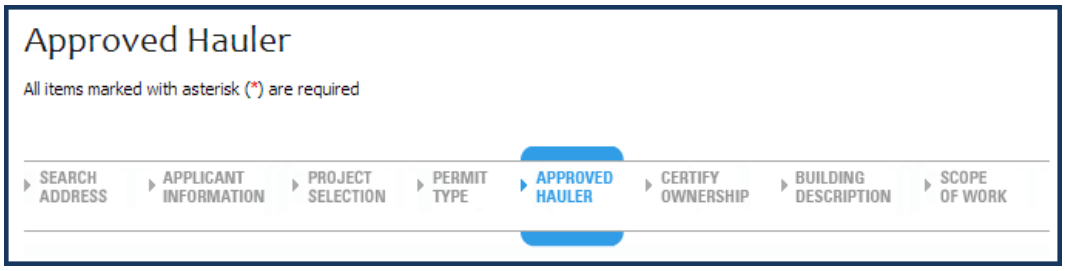
Permit Type



On the ***Permit Application*** sheet, select a ***Permit Type*** from the dropdown list. Click ***Next***. (Note: "Certify Ownership" is skipped when the applicant is a contractor.)

6.2 The Permit Process for Building Permits

Approved Hauler



If you selected ***Bldg-Alter/Repair*** as the permit type, you will be asked to supply either the hauler name, or hauler permit, of your Waste Hauler. PermitLA validates the information that you provide against the Bureau of Sanitation's (BOS) permitted waste hauler data. For more details, click the link BOS Solid Resources.

Building – Description

Fill out the information on the ***Building Description*** page and click on ***Next***. Select the *Building Type* and *Building Use* from the dropdown lists and then select the *Type of Work* for your permit.

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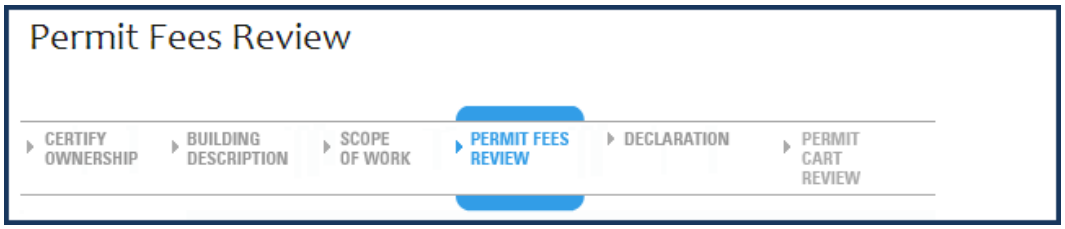
Building – Scope of Work

On the ***Building – Scope of Work*** screen, complete the detailed information based on your selection(s) for the *Type of Work*.

Building – Scope of Work Review

The ***Building – Scope of Work Review*** provides a summary of the work covered by the permit application, the permit valuation, and, where applicable, a list of code requirements.

Permit Fees Review



Review your Permit Type, Fee Items, Fee Amounts and other information for accuracy before finishing the permit process on the ***Permit Fees Review*** screen. You have the capability to go back and make any changes.

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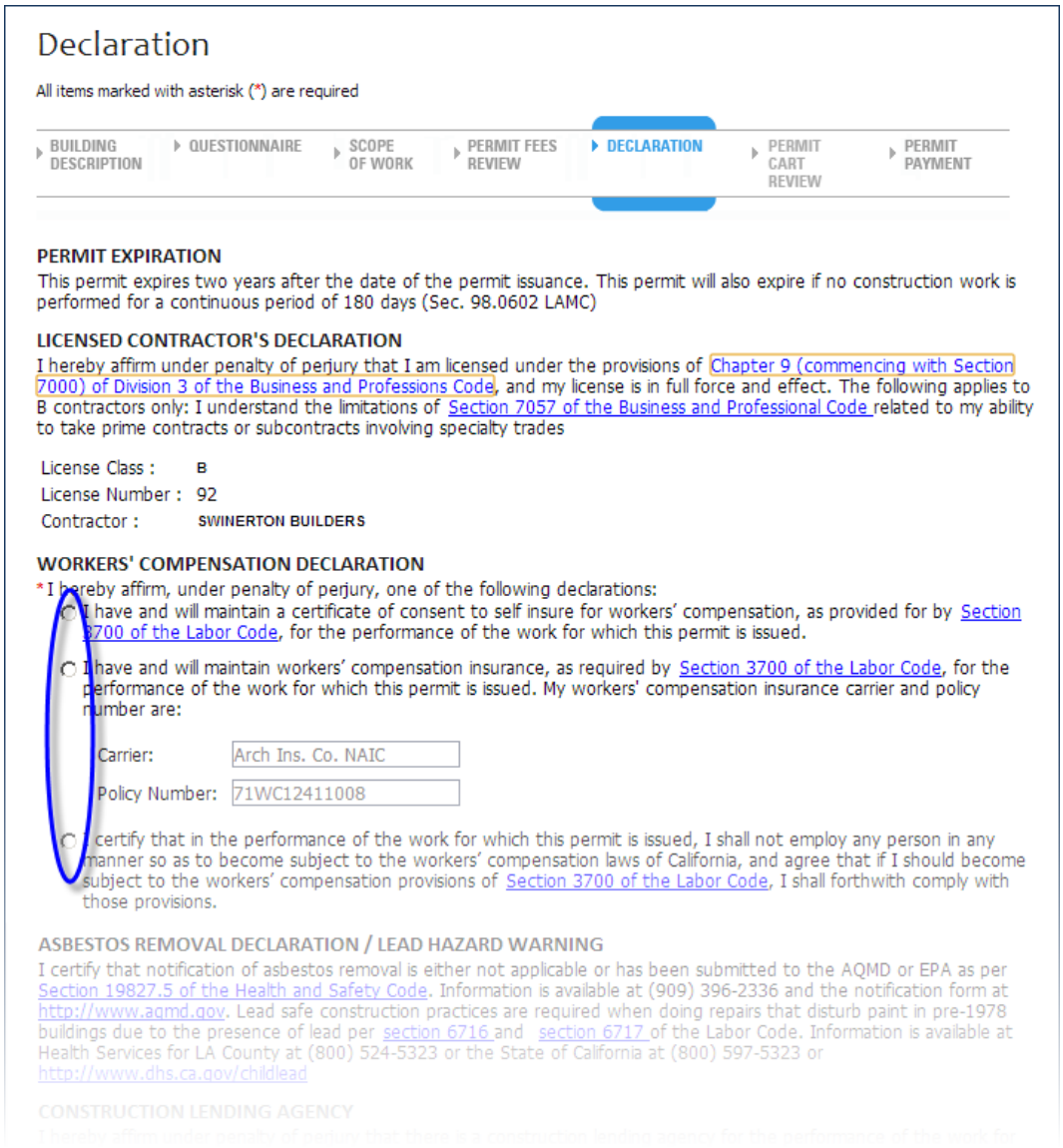
Declaration


Declaration
All items marked with asterisk (*) are required
BUILDING DESCRIPTION
QUESTIONNAIRE
SCOPE OF WORK
PERMIT FEES REVIEW
DECLARATION
PERMIT CART REVIEW
PERMIT PAYMENT
PERMIT EXPIRATION
This permit expires two years after the date of the permit issuance. This permit will also expire if no construction work is performed for a continuous period of 180 days (Sec. 98.0602 LAMC)
LICENSED CONTRACTOR'S DECLARATION
I hereby affirm under penalty of perjury that I am licensed under the provisions of Chapter 9 (commencing with Section 7000) of Division 3 of the Business and Professions Code, and my license is in full force and effect. The following applies to B contractors only: I understand the limitations of Section 7057 of the Business and Professional Code related to my ability to take prime contracts or subcontracts involving specialty trades
License Class : B
License Number : 92
Contractor : SWINERTON BUILDERS
WORKERS' COMPENSATION DECLARATION
*I hereby affirm, under penalty of perjury, one of the following declarations:
I have and will maintain a certificate of consent to self insure for workers' compensation, as provided for by Section 3700 of the Labor Code, for the performance of the work for which this permit is issued.
I have and will maintain workers' compensation insurance, as required by Section 3700 of the Labor Code, for the performance of the work for which this permit is issued. My workers' compensation insurance carrier and policy number are:
Carrier: Arch Ins. Co. NAIC
Policy Number: 71WC12411008
I certify that in the performance of the work for which this permit is issued, I shall not employ any person in any manner so as to become subject to the workers' compensation laws of California, and agree that if I should become subject to the workers' compensation provisions of Section 3700 of the Labor Code, I shall forthwith comply with those provisions.
ASBESTOS REMOVAL DECLARATION / LEAD HAZARD WARNING
I certify that notification of asbestos removal is either not applicable or has been submitted to the AQMD or EPA as per Section 19827.5 of the Health and Safety Code. Information is available at (909) 396-2336 and the notification form at http://www.aqmd.gov. Lead safe construction practices are required when doing repairs that disturb paint in pre-1978 buildings due to the presence of lead per section 6716 and section 6717 of the Labor Code. Information is available at Health Services for LA County at (800) 524-5323 or the State of California at (800) 597-5323 or http://www.dhs.ca.gov/childlead
CONSTRUCTION LENDING AGENCY

Before paying for your permit, you are asked to read and accept the declarations associated with your permit. Select your *Workers' Compensation* option and review the rest of the declarations.

Once you have agreed to the declarations, click ***Accept and Add to Cart***.

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Permit Cart Review

Your permit is now in the "Shopping Cart", which gives you the flexibility to pay now or pay later. At this point, you have the option to Apply for Another Permit, Continue to Pay, or come back later to make the payment.

If you would like to pay now, check the accuracy of your permit information on the ***Permit Cart Review*** screen and click ***Continue to Pay***. To pay later, just go to My Workbench and click View/Edit cart.

Permit Payment

Enter your payment information on the ***Permit Payment*** screen and click Submit. *Note*: **The Billing Address stored in your profile must match the credit card billing address**. If you need to update your billing address, click on the **update billing address link** on the Permit Payment page.

Permit Payment Confirmation

The ***Permit Payment Confirmation*** page displays your permit number and the amount paid. A copy of your permit(s) will be emailed to your registered email address. Once your payment is confirmed on the ***Permit Payment Confirmation*** screen you can Request an Inspection, or Apply for Another Permit.

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6.3 The Permit Process for Other Than Building Permits

If you selected a permit type other than a building permit (i.e., electrical, plumbing, HVAC, pressure vessel, elevator), the Progress Indicator will take you directly from Permit Type to Work Description.

Permit Work Description

Complete the required information on the ***Work Description*** page and click ***Next*** to continue.

Questionnaire

The type of permit that you selected will determine if you need to complete the ***Questionnaire*** sheet. Your responses to the questions will determine if you can continue with the online permit application.

Permit Scope of Work

Select the details for your permit on the ***Scope of Work*** sheet. Click ***Next*** to continue.

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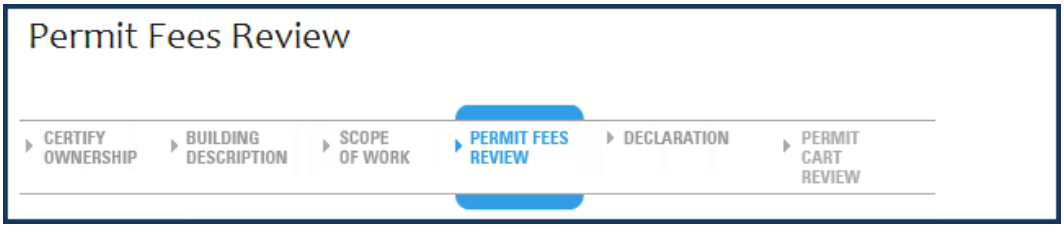
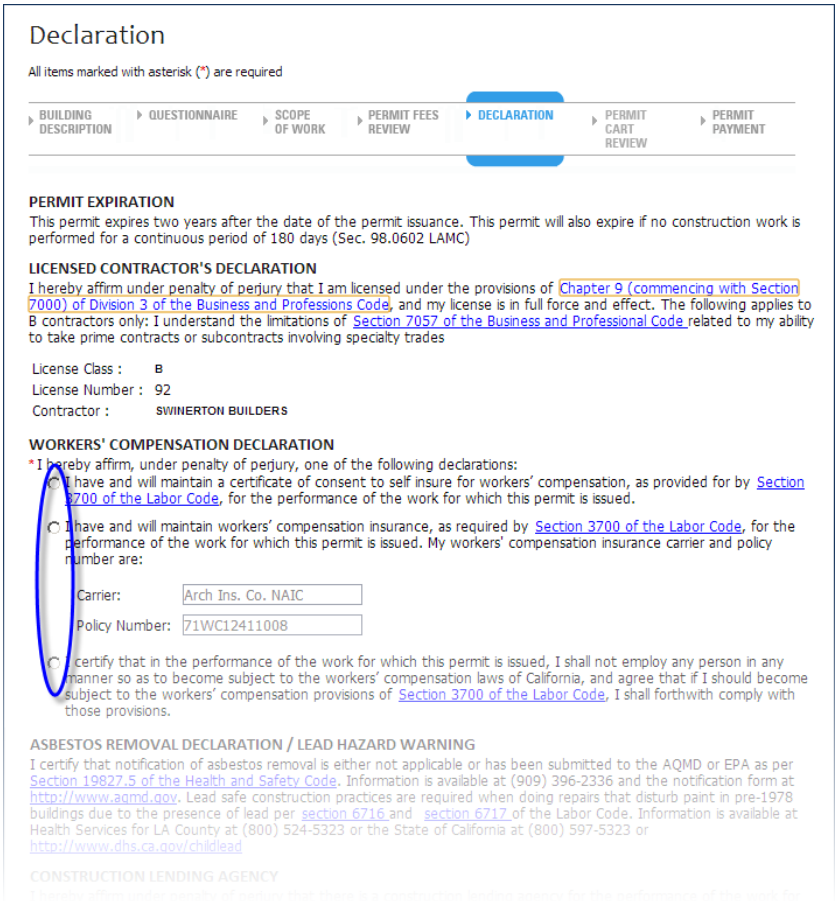
Permit Fees Review



Review your Permit Type, Fee Items, Fee Amounts and other information for accuracy before finishing the permit process on the ***Permit Fees Review*** screen. You have the capability to go back and make any changes.

Declaration


Declaration
All items marked with asterisk (*) are required
BUILDING DESCRIPTION
QUESTIONNAIRE
SCOPE OF WORK
PERMIT FEES REVIEW
DECLARATION
PERMIT CART REVIEW
PERMIT PAYMENT
PERMIT EXPIRATION
This permit expires two years after the date of the permit issuance. This permit will also expire if no construction work is performed for a continuous period of 180 days (Sec. 98.0602 LAMC)
LICENSED CONTRACTOR'S DECLARATION
I hereby affirm under penalty of perjury that I am licensed under the provisions of Chapter 9 (commencing with Section 7000) of Division 3 of the Business and Professions Code, and my license is in full force and effect. The following applies to B contractors only: I understand the limitations of Section 7057 of the Business and Professional Code related to my ability to take prime contracts or subcontracts involving specialty trades
License Class : B
License Number : 92
Contractor : SWINERTON BUILDERS
WORKERS' COMPENSATION DECLARATION
*I hereby affirm, under penalty of perjury, one of the following declarations:
I have and will maintain a certificate of consent to self insure for workers' compensation, as provided for by Section 3700 of the Labor Code, for the performance of the work for which this permit is issued.
I have and will maintain workers' compensation insurance, as required by Section 3700 of the Labor Code, for the performance of the work for which this permit is issued. My workers' compensation insurance carrier and policy number are:
Carrier: Arch Ins. Co. NAIC
Policy Number: 71WC12411008
I certify that in the performance of the work for which this permit is issued, I shall not employ any person in any manner so as to become subject to the workers' compensation laws of California, and agree that if I should become subject to the workers' compensation provisions of Section 3700 of the Labor Code, I shall forthwith comply with those provisions.
ASBESTOS REMOVAL DECLARATION / LEAD HAZARD WARNING
I certify that notification of asbestos removal is either not applicable or has been submitted to the AQMD or EPA as per Section 19827.5 of the Health and Safety Code. Information is available at (909) 396-2336 and the notification form at http://www.aqmd.gov. Lead safe construction practices are required when doing repairs that disturb paint in pre-1978 buildings due to the presence of lead per section 6716 and section 6717 of the Labor Code. Information is available at Health Services for LA County at (800) 524-5323 or the State of California at (800) 597-5323 or http://www.dhs.ca.gov/childlead
CONSTRUCTION LENDING AGENCY

Before paying for your permit, you are asked to read and accept the declarations associated with your permit. Select your *Workers' Compensation* option and review the rest of the declarations.

Once you have agreed to the declarations, click ***Accept and Add to Cart***.

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Permit Cart Review

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If you would like to pay now, check the accuracy of your permit information on the ***Permit Cart Review*** screen and click ***Continue to Pay***. To pay later, just go to My Workbench and click View/Edit cart.

Permit Payment

Enter your payment information on the ***Permit Payment*** screen and click Submit. *Note*: **The Billing Address stored in your profile must match the credit card billing address**. If you need to update your billing address, click on the **update billing address link** on the Permit Payment page.

Permit Payment Confirmation

The ***Permit Payment Confirmation*** page displays your permit number and the amount paid. A copy of your permit(s) will be emailed to your registered email address. Once your payment is confirmed on the ***Permit Payment Confirmation*** screen you can Request an Inspection, or Apply for Another Permit.

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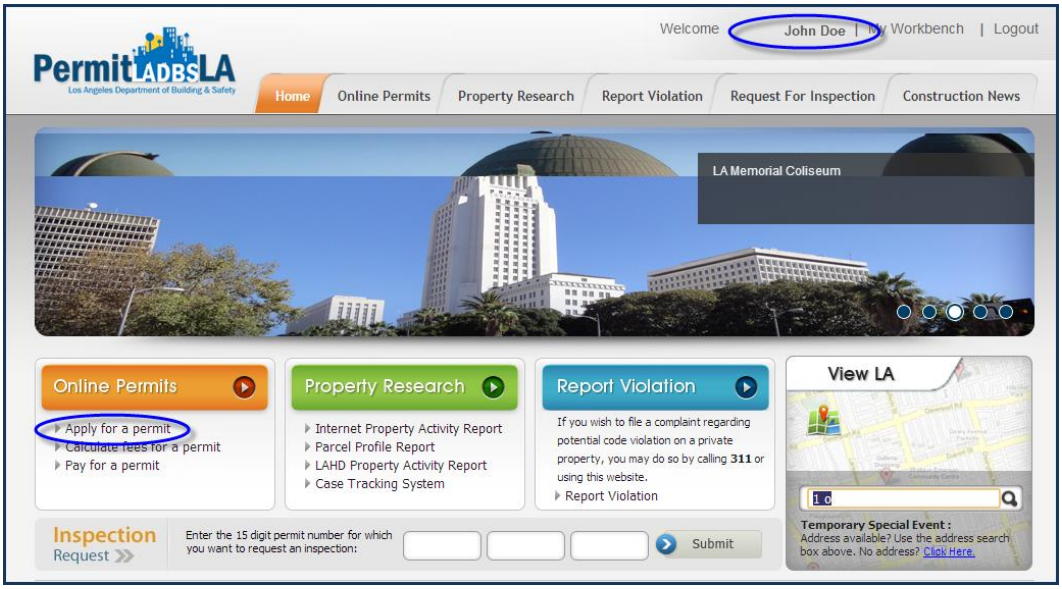
7 The Permit Process for Owner Builders

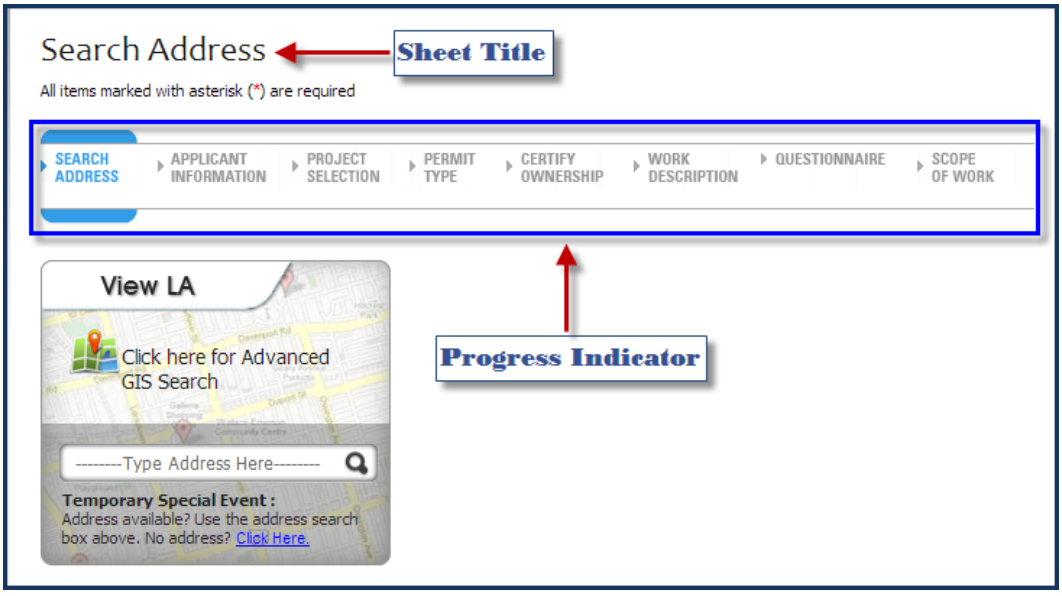
To make the permit process as quick and easy as possible, PermitLA follows a similar step-by-step process for all permit types. The PermitLA website is designed to give a simple, comprehensive walkthrough and review of permit applications.

7.1 Begin the Permit Process

After registering as an owner-builder, log in to PermitLA. Your registered name is shown in the upper right corner of the screen. Click ***Apply for a permit*** under the Online Permits heading to begin.


Welcome
John Doe
My Workbench
Logout
PermitLADBSLA
Los Angeles Department of Building & Safety
Home
Online Permits
Property Research
Report Violation
Request For Inspection
Construction News
LA Memorial Coliseum
Online Permits
Apply for a permit
Calculate fees for a permit
Pay for a permit
Property Research
Internet Property Activity Report
Parcel Profile Report
LAHD Property Activity Report
Case Tracking System
Report Violation
If you wish to file a complaint regarding potential code violation on a private property, you may do so by calling 311 or using this website.
Report Violation
View LA
Temporary Special Event :
Address available? Use the address search box above. No address? Click Here.
Inspection Request
Enter the 15 digit permit number for which you want to request an inspection:
Submit

As you progress through the permit process, each sheet (page) has a ***Title*** and a ***Progress Indicator*** to indicate where you are in the process.



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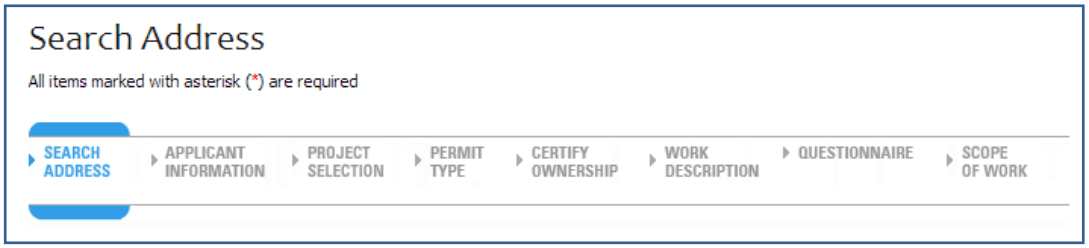
Search Address

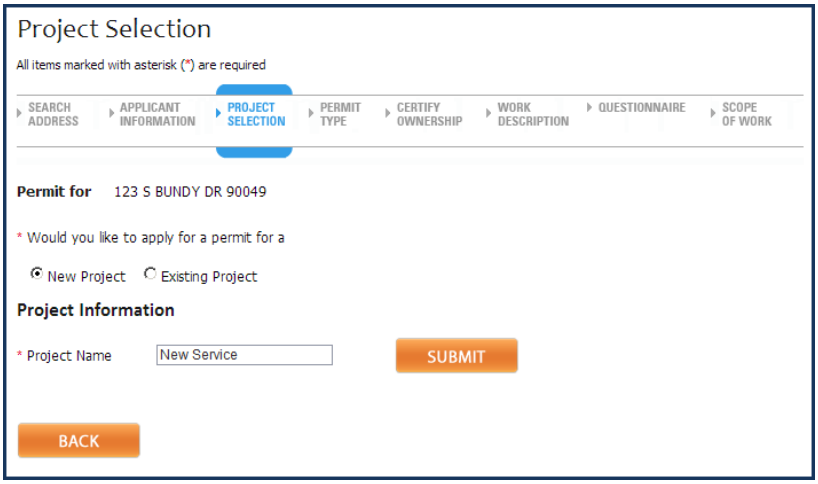


Begin the process by searching for the permit address. If you need help with this, please see the section on ***Searching Addresses*** above.

Applicant Information

On the ***Applicant Information*** sheet, verify that the information on the page is correct and that ***Property Owner*** is selected in the ***'Applying for this permit as'*** field.

Project Selection



The ***Project Selection*** sheet is where you can assign this permit application to a new or an existing project if you have multiple permits for a single project. The **Project Name** is provided so applicants can link or group permits together for their own tracking purposes. So, choose a name that is meaningful to you. If you are applying for a single permit, give it a project name. Click on ***Submit***.

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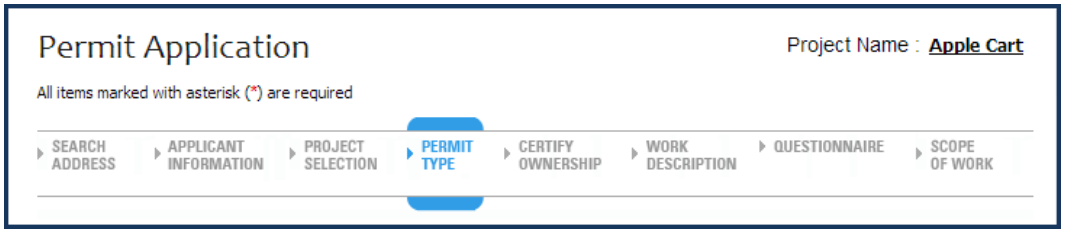
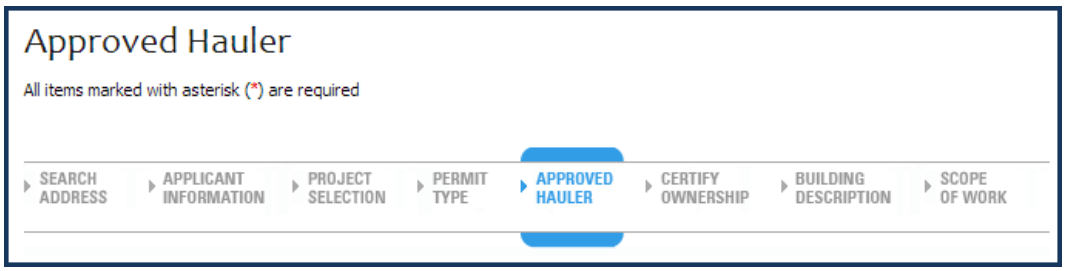
Permit Type



On the ***Permit Application*** sheet, select a ***Permit Type*** from the dropdown list. Click ***Next***.

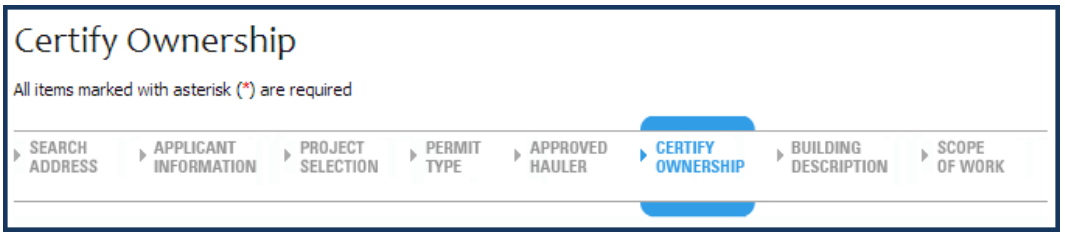
7.2 The Permit Process for Building Permits

Approved Hauler



If you selected ***Bldg-Alter/Repair*** as the permit type, you will be asked for the hauler name, or hauler permit, of your Waste Hauler. PermitLA validates the information you provide against Bureau of Sanitation's permitted waste hauler data. For more details, click the link BOS Solid Resources. As a ***Property Owner***, you can choose the ***Exempt*** option. Click ***Next*** to continue.

Certify Ownership



In ***Certify Ownership***, check the box to certify that you are the property owner. Click ***Next***.

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Building – Description

Under ***Building Description***, select the *Building Type and Use* from the dropdown lists and select the *Type of Work* for your permit. Click ***Next*** to continue.

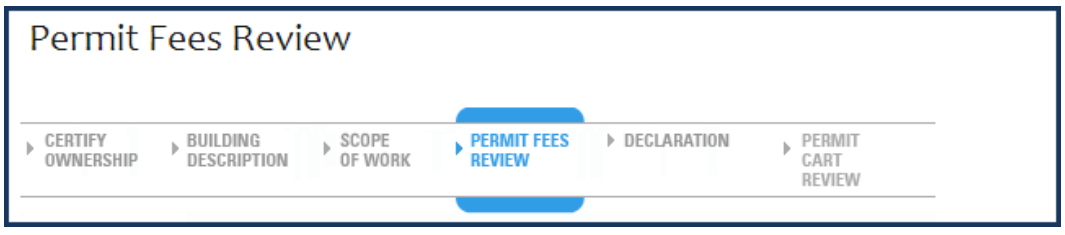
Building – Scope of Work

On the ***Building – Scope of Work*** screen, complete the detailed information based on your selection(s) for the *Type of Work*.

Building – Scope of Work Review

The ***Building – Scope of Work Review*** provides a summary of the work covered by the permit application, the permit valuation, and, where applicable, a list of code requirements.

Permit Fees Review



Review your Fee Items, Fee Amounts and other information for accuracy before finishing the permit process on the ***Permit Fees Review*** screen. You can go back and make any changes.

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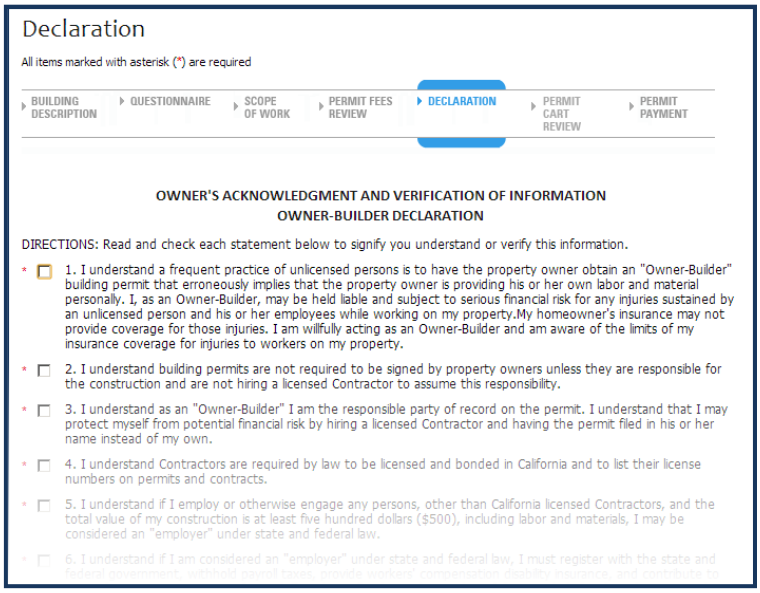
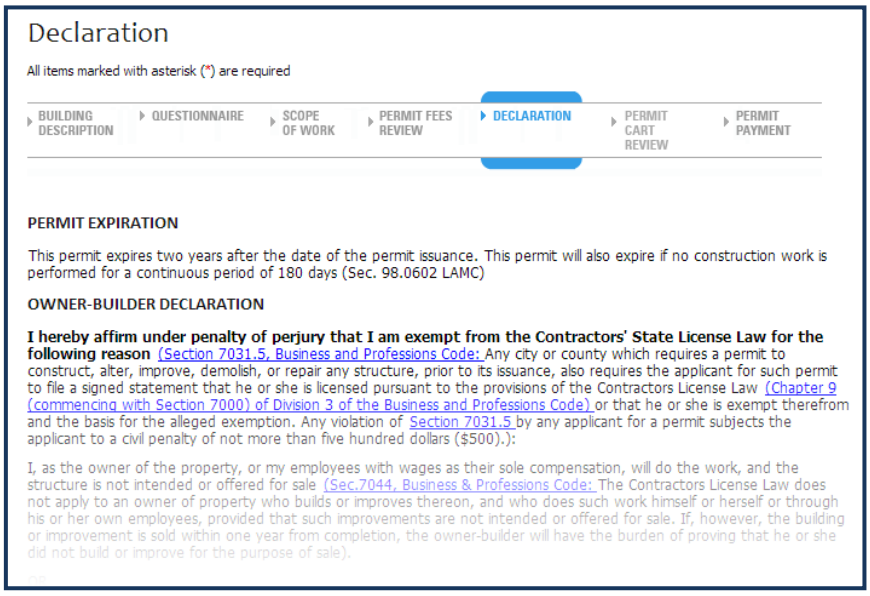
Declaration

Before the payment process, you are asked to read and accept the declarations associated with your permit. For an ***Owner–Builder***, there are two pages of declarations.


Declaration
All items marked with asterisk (*) are required
BUILDING DESCRIPTION
QUESTIONNAIRE
SCOPE OF WORK
PERMIT FEES REVIEW
DECLARATION
PERMIT CART REVIEW
PERMIT PAYMENT
OWNER'S ACKNOWLEDGMENT AND VERIFICATION OF INFORMATION
OWNER-BUILDER DECLARATION
DIRECTIONS: Read and check each statement below to signify you understand or verify this information.
1. I understand a frequent practice of unlicensed persons is to have the property owner obtain an "Owner-Builder" building permit that erroneously implies that the property owner is providing his or her own labor and material personally. I, as an Owner-Builder, may be held liable and subject to serious financial risk for any injuries sustained by an unlicensed person and his or her employees while working on my property.My homeowner's insurance may not provide coverage for those injuries. I am willfully acting as an Owner-Builder and am aware of the limits of my insurance coverage for injuries to workers on my property.
2. I understand building permits are not required to be signed by property owners unless they are responsible for the construction and are not hiring a licensed Contractor to assume this responsibility.
3. I understand as an "Owner-Builder" I am the responsible party of record on the permit. I understand that I may protect myself from potential financial risk by hiring a licensed Contractor and having the permit filed in his or her name instead of my own.
4. I understand Contractors are required by law to be licensed and bonded in California and to list their license numbers on permits and contracts.
5. I understand if I employ or otherwise engage any persons, other than California licensed Contractors, and the total value of my construction is at least five hundred dollars ($500), including labor and materials, I may be considered an "employer" under state and federal law.
6. I understand if I am considered an "employer" under state and federal law, I must register with the state and

The first page of declaration consists of 12 statements that the State of California requires you to read and affirm that you understand your rights and obligations as the owner of the property acting as a contractor.


Declaration
All items marked with asterisk (*) are required
BUILDING DESCRIPTION
QUESTIONNAIRE
SCOPE OF WORK
PERMIT FEES REVIEW
DECLARATION
PERMIT CART REVIEW
PERMIT PAYMENT
PERMIT EXPIRATION
This permit expires two years after the date of the permit issuance. This permit will also expire if no construction work is performed for a continuous period of 180 days (Sec. 98.0602 LAMC)
OWNER-BUILDER DECLARATION
I hereby affirm under penalty of perjury that I am exempt from the Contractors' State License Law for the following reason (Section 7031.5, Business and Professions Code: Any city or county which requires a permit to construct, alter, improve, demolish, or repair any structure, prior to its issuance, also requires the applicant for such permit to file a signed statement that he or she is licensed pursuant to the provisions of the Contractors License Law (Chapter 9 (commencing with Section 7000) of Division 3 of the Business and Professions Code) or that he or she is exempt therefrom and the basis for the alleged exemption. Any violation of Section 7031.5 by any applicant for a permit subjects the applicant to a civil penalty of not more than five hundred dollars ($500).):
I, as the owner of the property, or my employees with wages as their sole compensation, will do the work, and the structure is not intended or offered for sale (Sec.7044, Business & Professions Code: The Contractors License Law does not apply to an owner of property who builds or improves thereon, and who does such work himself or herself or through his or her own employees, provided that such improvements are not intended or offered for sale. If, however, the building or improvement is sold within one year from completion, the owner-builder will have the burden of proving that he or she did not build or improve for the purpose of sale).

You are required to read and agree to the rest of the declarations. Click the ***Accept and Add to Cart*** button to continue with process.

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Permit Cart Review

Your permit is now in the "Shopping Cart", which gives you the flexibility to pay now or pay later. At this point, you have the option to Apply for Another Permit, Continue to Pay, or come back later to make the payment.

If you would like to pay now, check the accuracy of your permit information on the ***Permit Cart Review*** screen and click ***Continue to Pay***. To pay later, just go to My Workbench and click View/Edit cart.

Permit Payment

Enter your payment information on the ***Permit Payment*** screen and click Submit. *Note*: **The Billing Address stored in your profile must match the credit card billing address**. If you need to update your billing address, click on the **update billing address link** on the Permit Payment page.

Permit Payment Confirmation

The ***Permit Payment Confirmation*** page displays your permit number and the amount paid. A copy of your permit(s) will be emailed to your registered email address. Once your payment is confirmed on the ***Permit Payment Confirmation*** screen you can Request an Inspection, or Apply for Another Permit.

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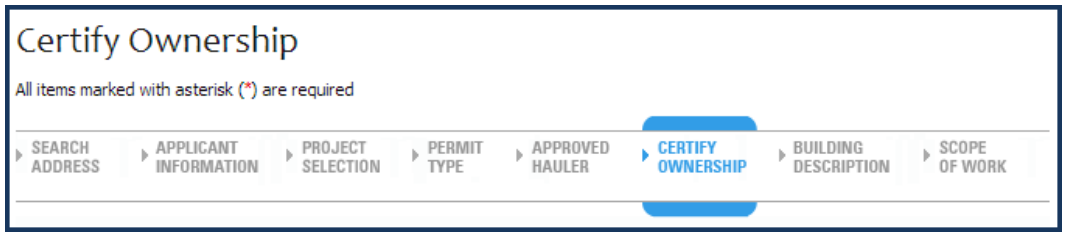
7.3 The Permit Process for Other Than Building Permits

If you selected a permit type other than a building permit (i.e., electrical, plumbing, HVAC, pressure vessel, elevator), the Progress Indicator will take you directly from Permit Type to Certify Ownership.

Certify Ownership



In ***Certify Ownership***, check the boxes to certify ownership and occupancy. Click ***Next***.

Permit Work Description

Complete the required information on the ***Work Description*** page and click ***Next*** to continue.

Questionnaire

The type of permit that you chose will determine if you need to complete the ***Questionnaire***. Your responses will determine if you can continue with the online permit application.

Permit Scope of Work

Select the details for your permit on the ***Scope of Work*** sheet. Click ***Next*** to continue.

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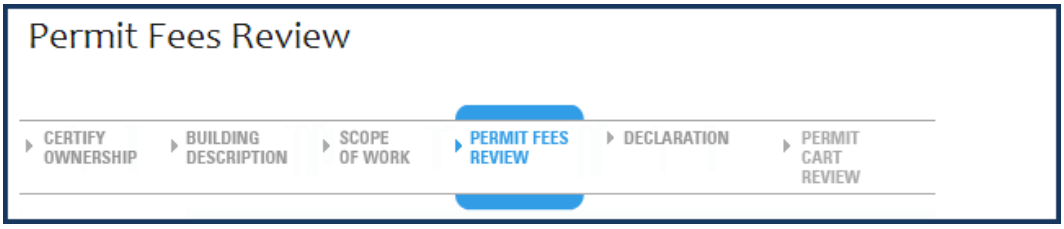
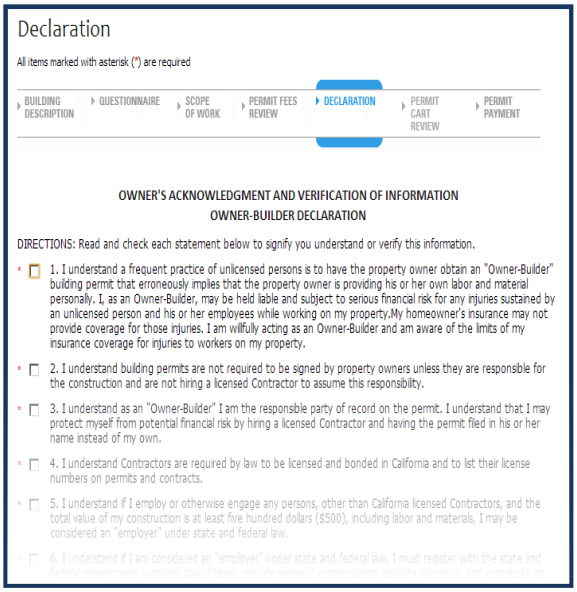
Permit Fees Review



Review your Permit Type, Fee Items, Fee Amounts and other information for accuracy before finishing the permit process on the ***Permit Fees Review*** screen. You have the capability to go back and make any changes.

Declaration

Before the payment process, you are asked to read and accept the declarations associated with your permit. For an ***Owner–Builder***, there are two pages of declarations.


Declaration
All items marked with asterisk (*) are required
BUILDING DESCRIPTION
QUESTIONNAIRE
SCOPE OF WORK
PERMIT FEES REVIEW
DECLARATION
PERMIT CART REVIEW
PERMIT PAYMENT
OWNER'S ACKNOWLEDGMENT AND VERIFICATION OF INFORMATION
OWNER-BUILDER DECLARATION
DIRECTIONS: Read and check each statement below to signify you understand or verify this information.
1. I understand a frequent practice of unlicensed persons is to have the property owner obtain an "Owner-Builder" building permit that erroneously implies that the property owner is providing his or her own labor and material personally. I, as an Owner-Builder, may be held liable and subject to serious financial risk for any injuries sustained by an unlicensed person and his or her employees while working on my property.My homeowner's insurance may not provide coverage for those injuries. I am willfully acting as an Owner-Builder and am aware of the limits of my insurance coverage for injuries to workers on my property.
2. I understand building permits are not required to be signed by property owners unless they are responsible for the construction and are not hiring a licensed Contractor to assume this responsibility.
3. I understand as an "Owner-Builder" I am the responsible party of record on the permit. I understand that I may protect myself from potential financial risk by hiring a licensed Contractor and having the permit filed in his or her name instead of my own.
4. I understand Contractors are required by law to be licensed and bonded in California and to list their license numbers on permits and contracts.
5. I understand if I employ or otherwise engage any persons, other than California licensed Contractors, and the total value of my construction is at least five hundred dollars ($500), including labor and materials, I may be considered an "employer" under state and federal law.
6. I understand if I am considered an "employer" under state and federal law, I must register with the state and

Declaration
All items marked with asterisk (*) are required
BUILDING DESCRIPTION
QUESTIONNAIRE
SCOPE OF WORK
PERMIT FEES REVIEW
DECLARATION
PERMIT CART REVIEW
PERMIT PAYMENT
PERMIT EXPIRATION
This permit expires two years after the date of the permit issuance. This permit will also expire if no construction work is performed for a continuous period of 180 days (Sec. 98.0602 LAMC)
OWNER-BUILDER DECLARATION
I hereby affirm under penalty of perjury that I am exempt from the Contractors' State License Law for the following reason (Section 7031.5, Business and Professions Code: Any city or county which requires a permit to construct, alter, improve, demolish, or repair any structure, prior to its issuance, also requires the applicant for such permit to file a signed statement that he or she is licensed pursuant to the provisions of the Contractors License Law (Chapter 9 (commencing with Section 7000) of Division 3 of the Business and Professions Code) or that he or she is exempt therefrom and the basis for the alleged exemption. Any violation of Section 7031.5 by any applicant for a permit subjects the applicant to a civil penalty of not more than five hundred dollars ($500).):
I, as the owner of the property, or my employees with wages as their sole compensation, will do the work, and the structure is not intended or offered for sale (Sec.7044, Business & Professions Code: The Contractors License Law does not apply to an owner of property who builds or improves thereon, and who does such work himself or herself or through his or her own employees, provided that such improvements are not intended or offered for sale. If, however, the building or improvement is sold within one year from completion, the owner-builder will have the burden of proving that he or she did not build or improve for the purpose of sale).

The first page of declaration consists of 12 statements that the State of California requires you to read and affirm that you understand your rights and obligations as the owner of the property acting as a contractor.

You are required to read and agree to the rest of the declarations. Click the ***Accept and Add to Cart*** button to continue with process.

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Permit Cart Review

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If you would like to pay now, check the accuracy of your permit information on the ***Permit Cart Review*** screen and click ***Continue to Pay***. To pay later, just go to My Workbench and click View/Edit cart.

Permit Payment

Enter your payment information on the ***Permit Payment*** screen and click Submit. *Note*: **The Billing Address stored in your profile must match the credit card billing address**. If you need to update your billing address, click on the **update billing address link** on the Permit Payment page.

Permit Payment Confirmation

The ***Permit Payment Confirmation*** page displays your permit number and the amount paid. A copy of your permit(s) will be emailed to your registered email address. Once your payment is confirmed on the ***Permit Payment Confirmation*** screen you can Request an Inspection, or Apply for Another Permit.

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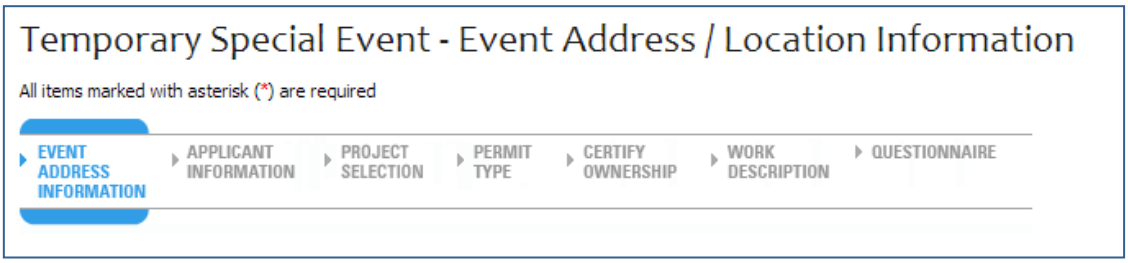
8 The Temporary Special Event (TSE) Permit Process

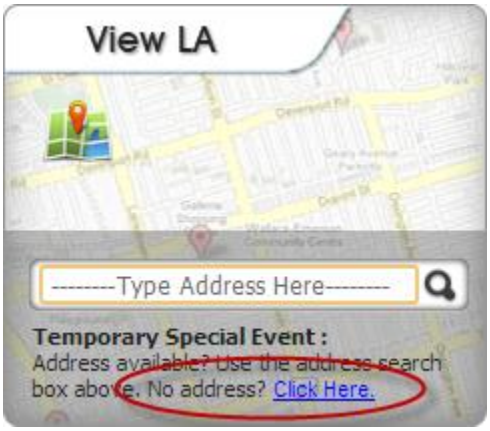
To make the permit process as quick and easy as possible, PermitLA follows a similar step-by-step process as for other permit types. The PermitLA website is designed to give a simple, comprehensive walkthrough and review of requested permit applications. If clearances are required, you will be prompted to go through the ***Planning Clearance Application*** process after filling out the questionnaire.

Begin by logging into PermitLA and select ***Apply for a permit*** under the ***Online Permits*** section of the ***Home*** screen.

Event Address/Location Information



When the ***Event Address / Location Information*** screen opens, use ***ViewLA*** to search for the address (see Section 5 for Searching an Address). If there is no associated address click at the bottom right of ***ViewLA*** and enter a description for the event location (e.g., Northeast corner of La Cienega Ave and Pico Blvd).


View LA
--------Type Address Here--------
Temporary Special Event :
Address available? Use the address search box above. No address? Click Here.

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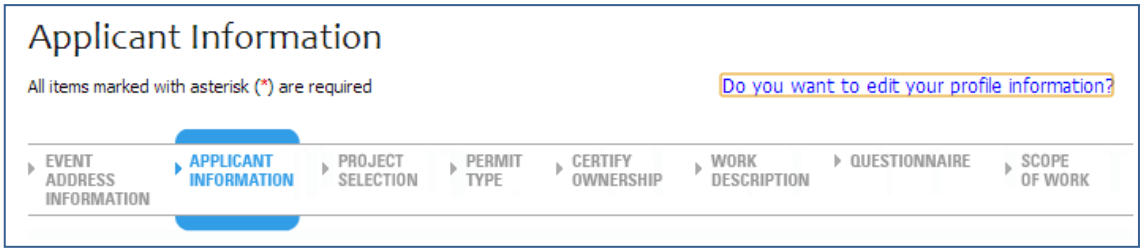
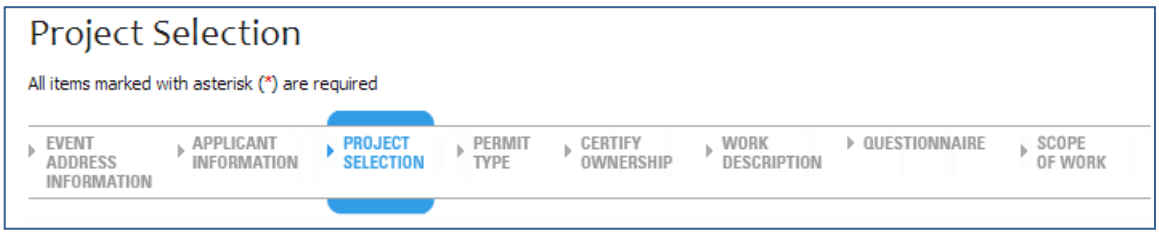
Applicant Information



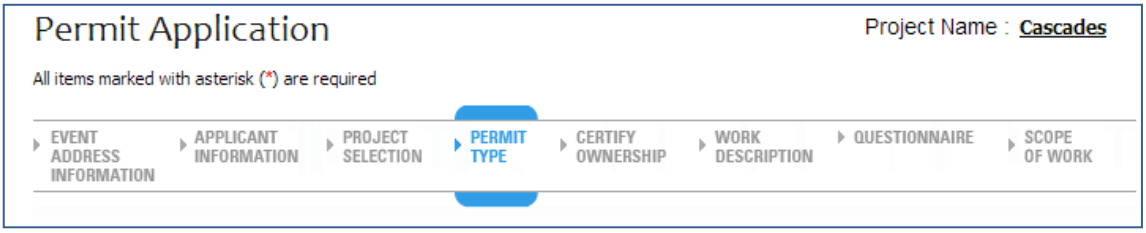
Verify the applicant information. You can apply for a temporary special event as a property owner, contractor, or temporary special event applicant.

Project Selection



Select whether this is a ***New Project*** and give it a name that you will recognize later or select an existing project name from the list of ***Existing Projects*** and click ***Next***.

Permit Type



The permit type defaults to ***Temporary Special Event***. Click ***Next***.

Questionnaire

Your response to each question will determine any additional questions as you proceed through the questionnaire.

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Department of City Planning Clearance

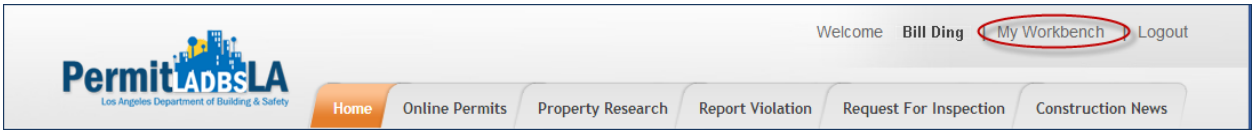
Depending on the information you provided in the questionnaire, you may have to submit a ***Clearance Application*** to the Department of City Planning and answer additional questions regarding clearances from other departments. You will automatically be presented with this application, if required. Once you have filled out the ***Clearance Application***, click ***Submit Questionnaire***.

When the ***Clearance Application*** is submitted it will be reviewed by the department(s) requiring clearance. When the ***Review Process*** is complete, you will receive an email notifying you of the status. The status will be one of the following –

- Clearance Application Approved
- Clearance Application Denied
- Clearance Application Approved with Conditions
- Clearance Application On Hold

The email will contain a printable copy of your ***Clearance Application*** and instructions on how to proceed.

Open Clearance Application



Log into PermitLA and click on ***My Workbench*** in the upper right corner.

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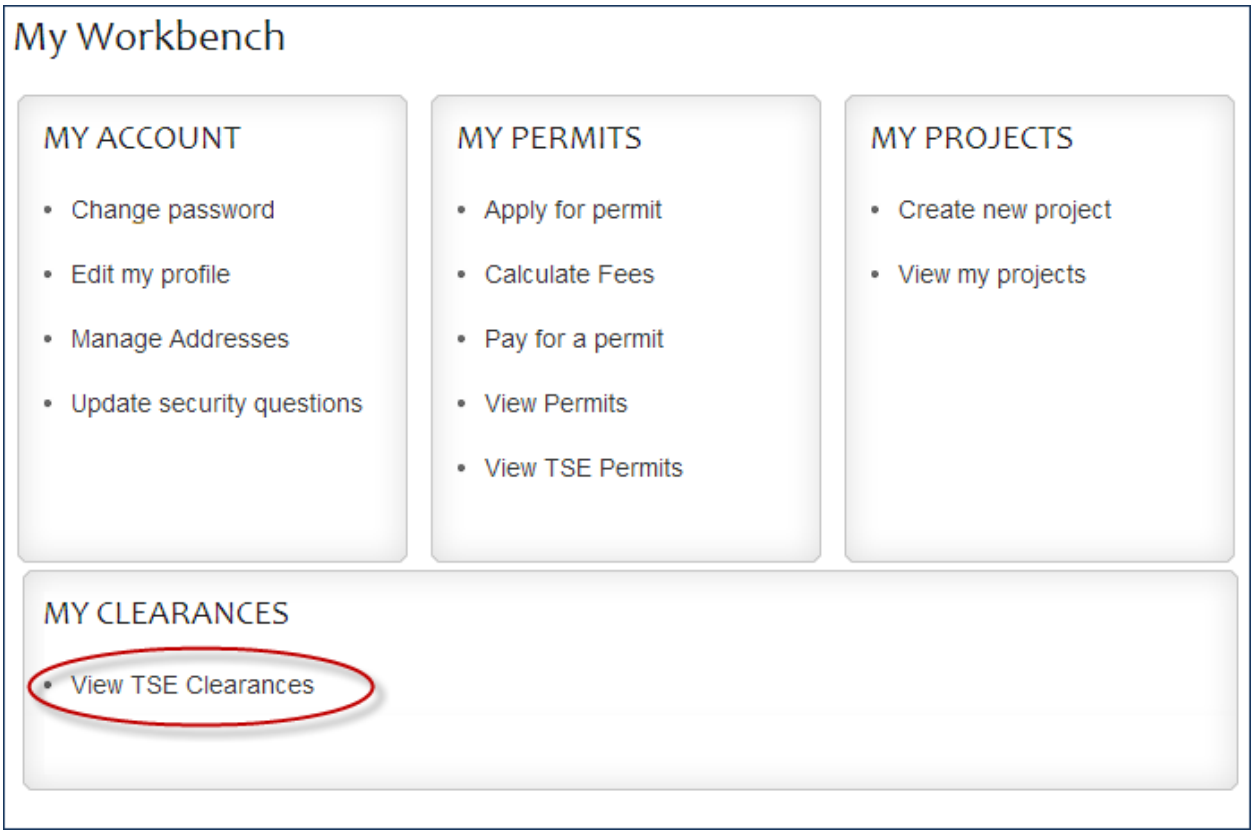
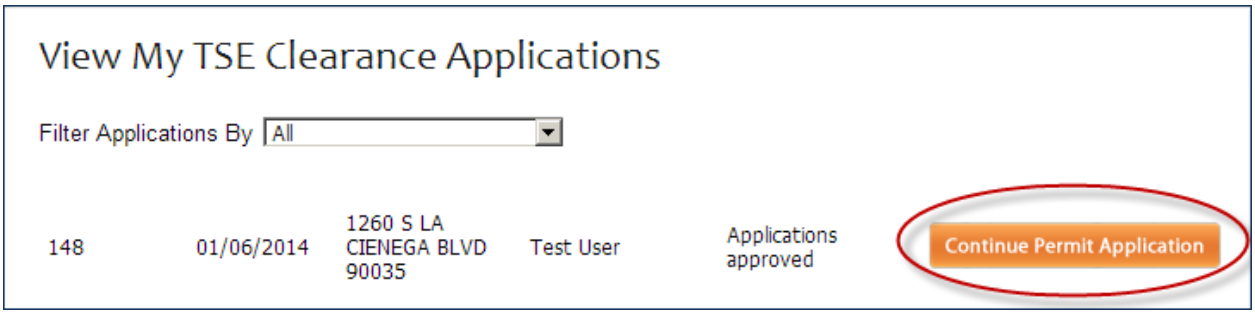


Click the ***View TSE Clearances*** in the in the ***My Clearances*** section.



Locate your ***Clearance Application*** and click ***Continue Permit Application***.

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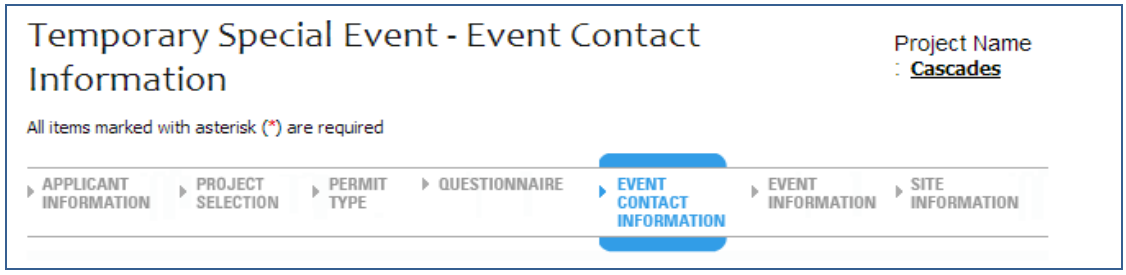
Event Contact Information

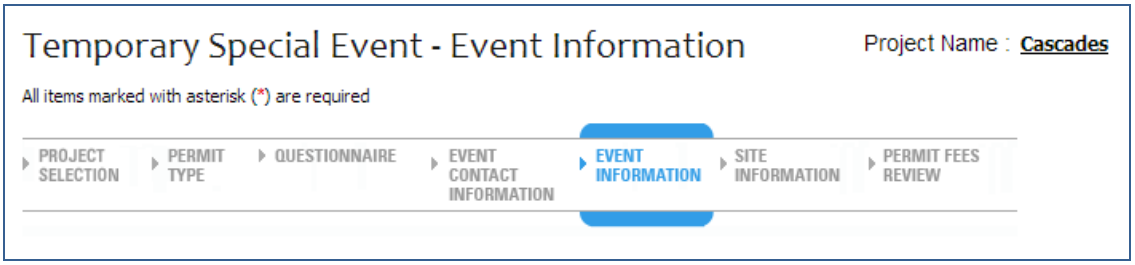


The ***Event Contact Information*** page displays when:

1. Once clearances have been approved by the Department of City Planning, or
2. After you completed the ***original questionnaire*** and no clearances were required.

At this point, you may enter the contact information of the person coordinating or responsible for the event.

Event Information



Enter additional Event information such as Event Name, Event Date, and Preferred Inspection Date and Time.

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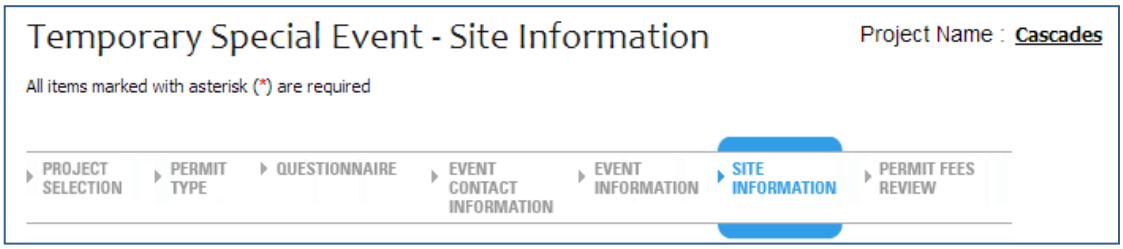
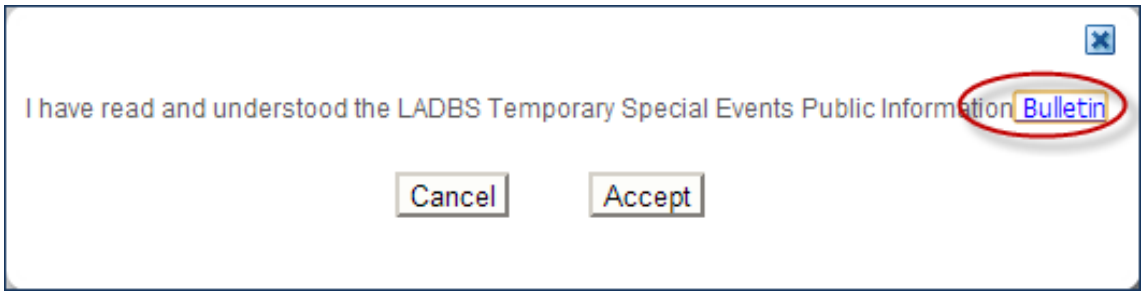
Site Information



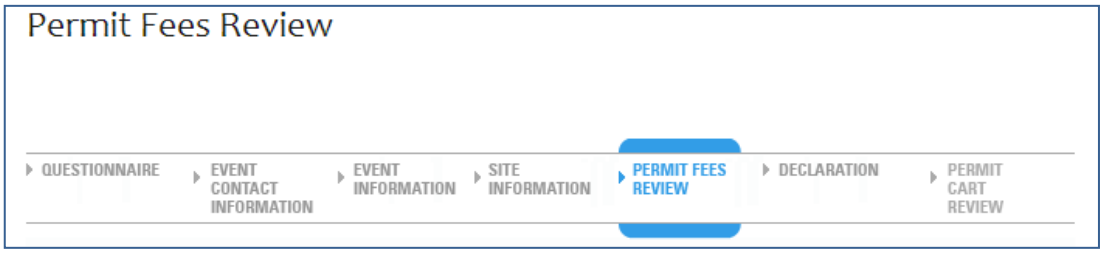
Enter your work description and additional information such as use of tents, total square footage for the tents, and so forth.

TSE Public Information Bulletin



Click the ***TSE Public Information Bulletin*** hyperlink and then click the ***Accept*** button.

Permit Fees Review



Review your Fee Items, Fee Amounts and other information for accuracy before finishing the permit process on the ***Permit Fees Review*** screen. You can go back and make any changes.

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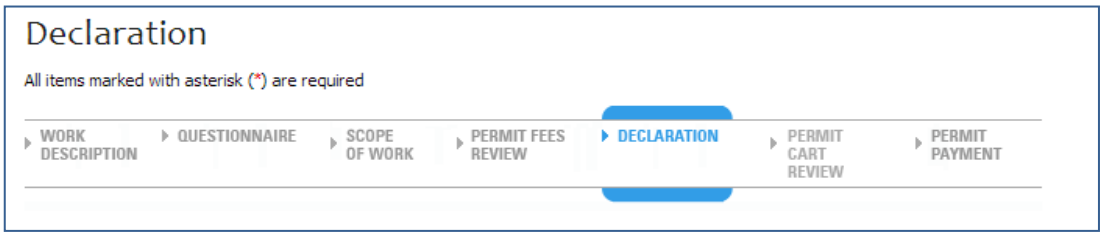
Declaration



You are required to read and agree to the declarations. Click the ***Accept and Add to Cart*** button to continue with process.

Permit Cart Review

Your permit is now in the "Shopping Cart", which gives you the flexibility to pay now or pay later. At this point, you have the option to Apply for Another Permit, Continue to Pay, or come back later to make the payment.

If you would like to pay now, check the accuracy of your permit information on the ***Permit Cart Review*** screen and click ***Continue to Pay***. To pay later, just go to My Workbench and click View/Edit cart.

Permit Payment

Enter your payment information on the ***Permit Payment*** screen and click Submit.

Note: **The Billing Address stored in your profile must match the credit card billing address**. If you need to update your billing address, click on the **update billing address link** on the Permit Payment page.

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Permit Payment Confirmation

The ***Permit Payment Confirmation*** page displays your permit number and the amount paid. A copy of your permit(s) will be emailed to your registered email address. Once your payment is confirmed on the ***Permit Payment Confirmation*** screen you can Request an Inspection, or Apply for Another Permit.

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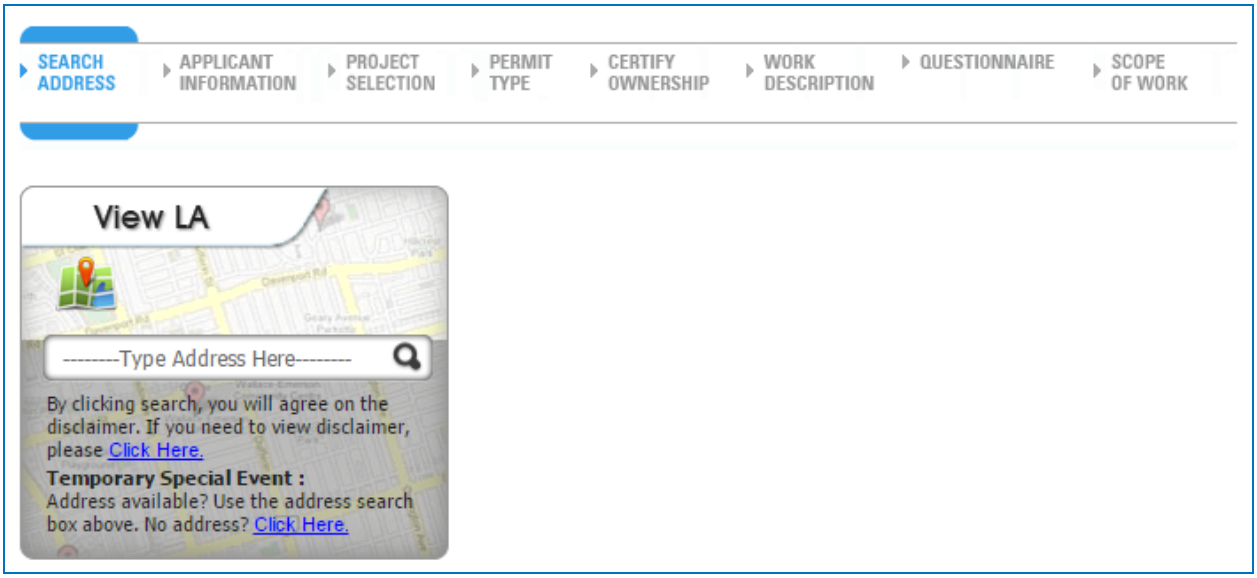
9 Solar Photovoltaic Permits

In August 2014, PermitLA expanded to accommodate the permitting of solar power energy systems for single family dwellings. By accessing PermitLA, licensed contractors will be able to conveniently secure the documentation needed to legally – and safely – install such systems. Solar photovoltaic ("PV") permits constitute a special type of electrical permits and are available to Class 10, Class 46 and B License contractors.

As with all online permits secured through the website, begin by logging into PermitLA and select ***Apply for a permit*** under the ***Online Permits*** section of the ***Home*** screen.

Search for Property Address


SEARCH ADDRESS
APPLICANT INFORMATION
PROJECT SELECTION
PERMIT TYPE
CERTIFY OWNERSHIP
WORK DESCRIPTION
QUESTIONNAIRE
SCOPE OF WORK
View LA
--------Type Address Here--------
By clicking search, you will agree on the disclaimer. If you need to view disclaimer, please Click Here.
Temporary Special Event :
Address available? Use the address search box above. No address? Click Here.

When the ***Search Address*** screen opens, use ***ViewLA*** to search for the address (see Section 5 for Searching an Address).

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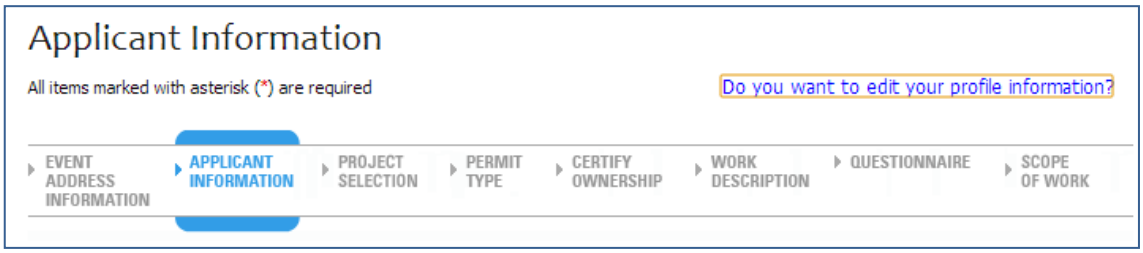
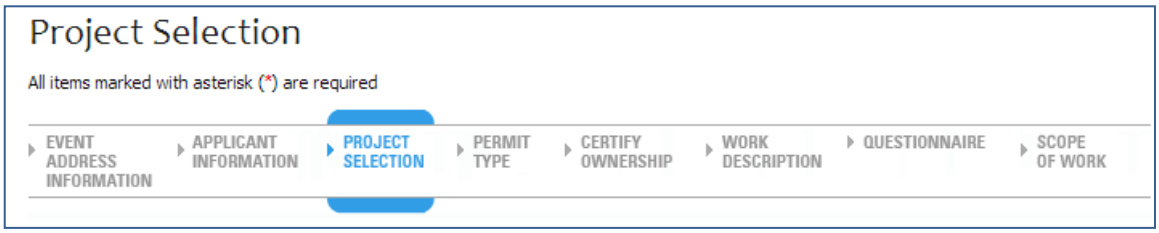
Applicant Information



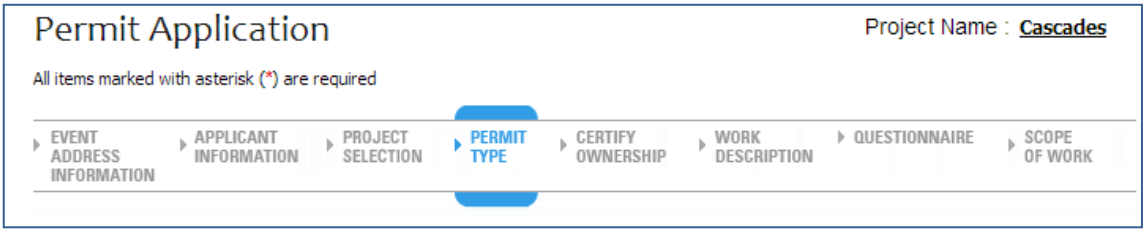
Verify the applicant information. Applicants can only apply for a solar PV permit if they are contractors with a valid C10, C46 or B license. To add a license or make revisions to an existing license, navigate to ***Edit my profile*** within ***My Workbench***.

Project Selection



Select whether this is a ***New Project*** and give it a name that you will recognize later or select an existing project name from the list of ***Existing Projects*** and click ***Next***.

Permit Type



Select ***Solar PV – Electrical*** as the permit type. Click ***Next***.

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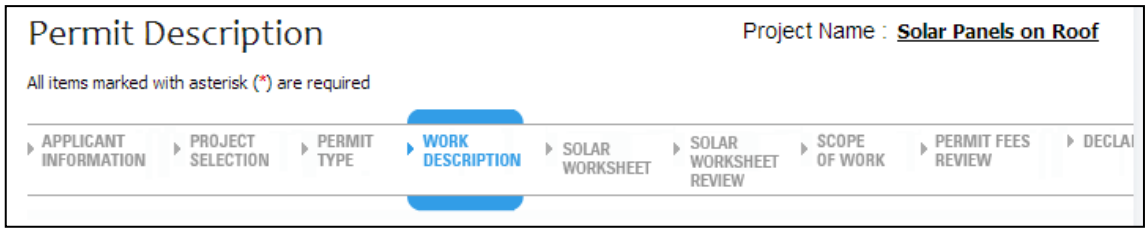
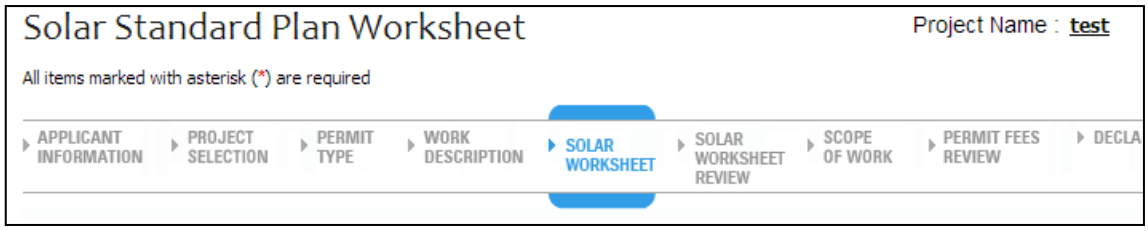
Permit Description



Within this page, the permit sub type will always default to House/Duplex while the Work Description will remain non-editable and Central Inverter will be selected for Inverter Description. Make a selection to describe the anticipated solar panel system as either using a Central Inverter or a Microinverter and as either being Grounded or Ungrounded. Review the installation and LAFD requirements and confirm having read and agreeing to the Terms & Conditions before clicking ***Next***.

Solar Worksheet



Complete the online worksheet as you would a paper-based version (which can be downloaded in PDF form from ladbs.org). Please contact the LADBS Engineering Bureau for specific questions or comments related to technical aspects of the solar system intended for installation.

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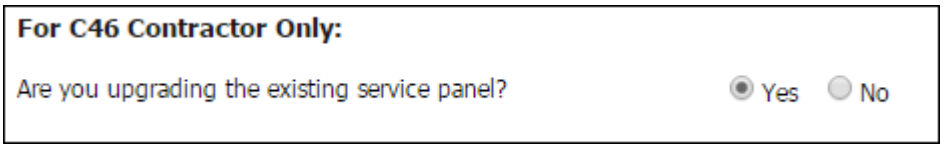
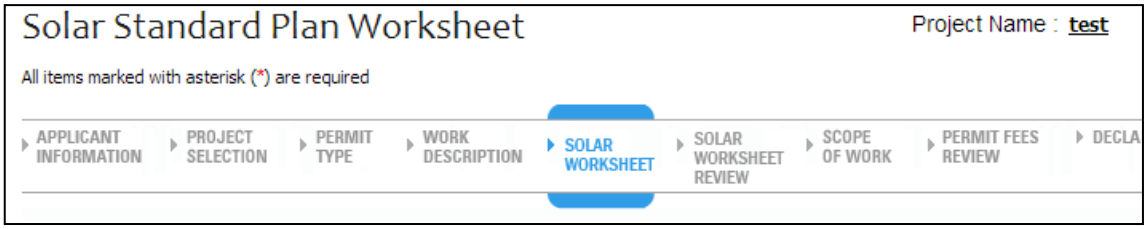
For C46 Contractors Only: Apply for an Electrical Permit to Upgrade an Existing Service Panel



For C46 Contractors Only: A C46 contractor can apply for an electrical permit through the solar photovoltaic permit application process. The electrical permit is only for upgrading an existing service panel to energize the solar photovoltaic system installation. The option to apply for a service panel upgrade will appear at the end of the solar worksheet. The user selection (yes or no answer) is included in the solar worksheet review page.

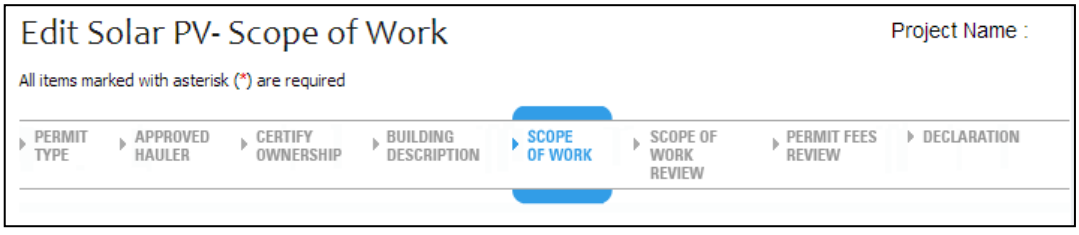
If ***Yes*** is selected, users will have to fill out the Scope of Work information for the electrical permit they will apply for. This form will appear after the Solar Permit Fees Review page.

Solar Worksheet Review



Review the information inputted for accuracy. Click ***Back*** to make revisions.

Scope of Work – Solar PV Permit



This page contains a listing of equipment that will appear on the issued permit. Click ***Next*** to continue.

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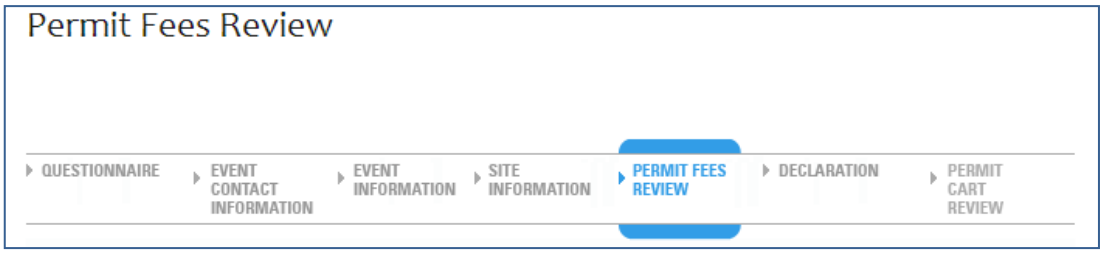
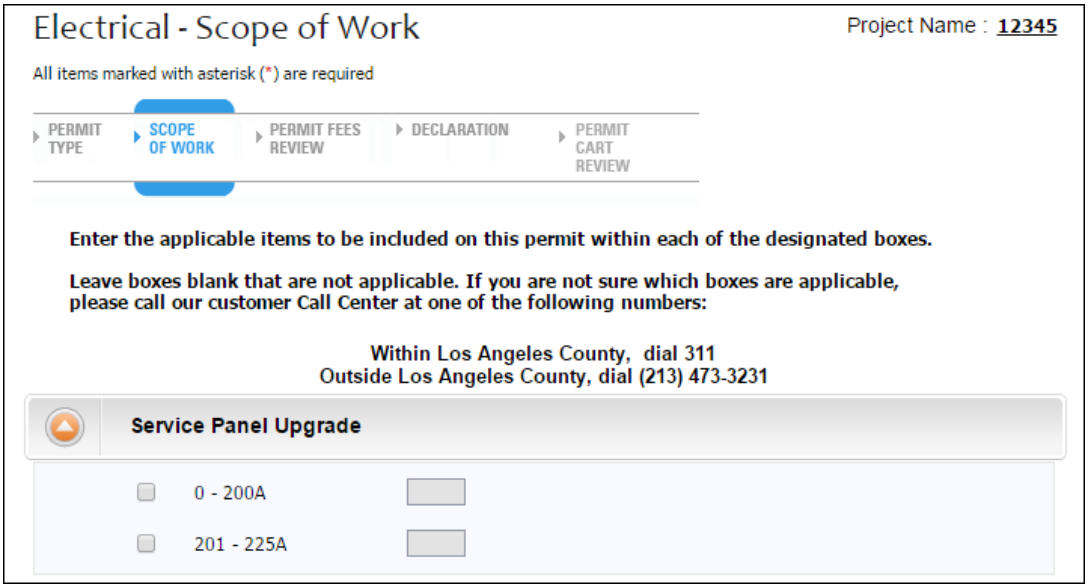
Solar Permit Fees Review



Review your Fee Items, Fee Amounts and other information for accuracy before finishing the permit process on the ***Permit Fees Review*** screen. You can select ***Back*** to make any changes. Select ***Next*** to continue.

For C46 Contractors Only: Scope of Work – Electrical Permit


Electrical - Scope of Work
Project Name : 12345
All items marked with asterisk (*) are required
PERMIT TYPE
SCOPE OF WORK
PERMIT FEES REVIEW
DECLARATION
PERMIT CART REVIEW
Enter the applicable items to be included on this permit within each of the designated boxes.
Leave boxes blank that are not applicable. If you are not sure which boxes are applicable, please call our customer Call Center at one of the following numbers:
Within Los Angeles County, dial 311
Outside Los Angeles County, dial (213) 473-3231
Service Panel Upgrade
0 - 200A
201 - 225A

Check the applicable item(s) then select ***Next***. The application will display the Permit Fees Review page for the electrical permit. Click on ***Next***.

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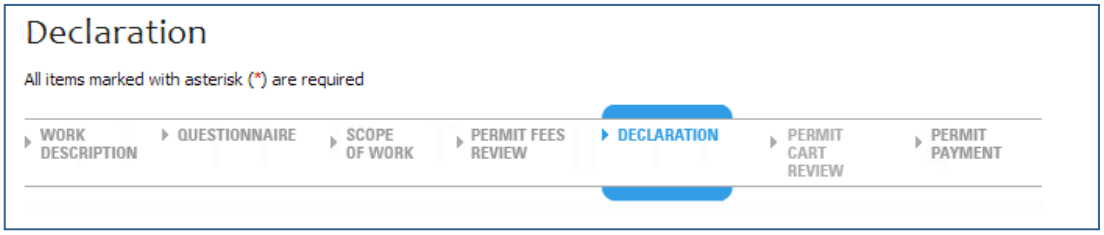
Declaration



You are required to read and agree to the declarations. Click the ***Accept and Add to Cart*** button to continue with process.

Permit Cart Review

Your permit is now in the "Shopping Cart", which gives you the flexibility to pay now or pay later. At this point, you have the option to Apply for Another Permit, Continue to Pay, or come back later to make the payment.

If you would like to pay now, check the accuracy of your permit information on the ***Permit Cart Review*** screen and click ***Continue to Pay***. To pay later, just go to My Workbench and click View/Edit cart.

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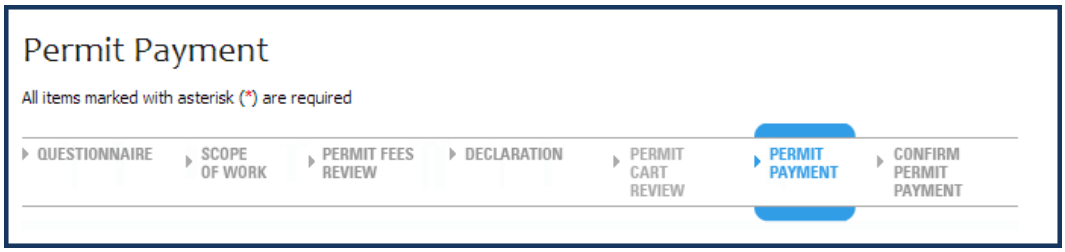
Permit Payment



Enter your payment information on the ***Permit Payment*** screen and click Submit.

Note: **The Billing Address stored in your profile must match the credit card billing address**. If you need to update your billing address, click on the **update billing address link** on the Permit Payment page.

Permit Payment Confirmation

The ***Permit Payment Confirmation*** page displays your permit number and the amount paid. A copy of your permit(s) as well as your solar PV worksheet(s) will be emailed to your registered email address. Once your payment is confirmed on the ***Permit Payment Confirmation*** screen you can Request an Inspection, or Apply for Another Permit.

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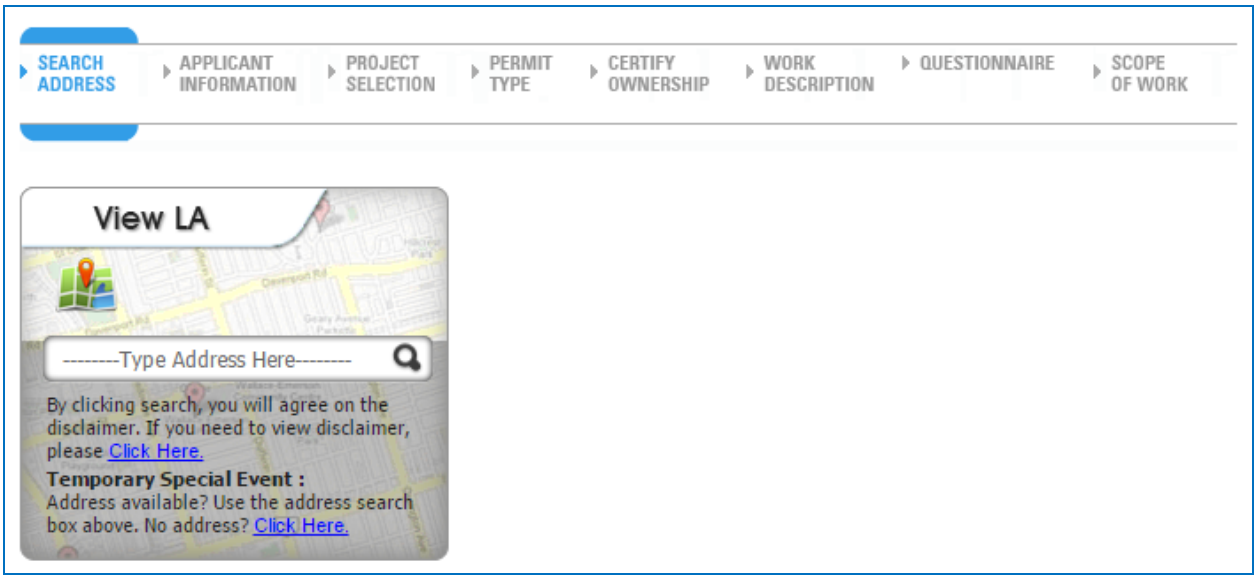
10 Electric Vehicle Charger Permits

Online Electric Vehicle ("EV") Charger permits are available to property owners (single-family dwelling) and to C10 and B contractors.

As with all online permits secured through the website, begin by logging into PermitLA and select ***Apply for a permit*** under the ***Online Permits*** section of the ***Home*** screen.

Search for Property Address


SEARCH ADDRESS
APPLICANT INFORMATION
PROJECT SELECTION
PERMIT TYPE
CERTIFY OWNERSHIP
WORK DESCRIPTION
QUESTIONNAIRE
SCOPE OF WORK
View LA
--------Type Address Here--------
By clicking search, you will agree on the disclaimer. If you need to view disclaimer, please Click Here.
Temporary Special Event :
Address available? Use the address search box above. No address? Click Here.

When the ***Search Address*** screen opens, use ***ViewLA*** to search for the address (see Section 5 for Searching an Address).

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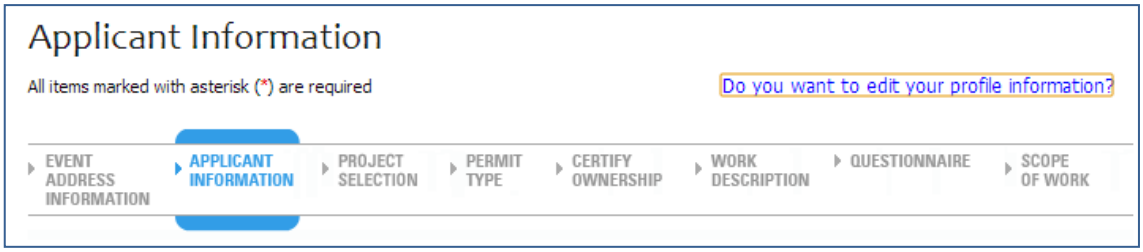
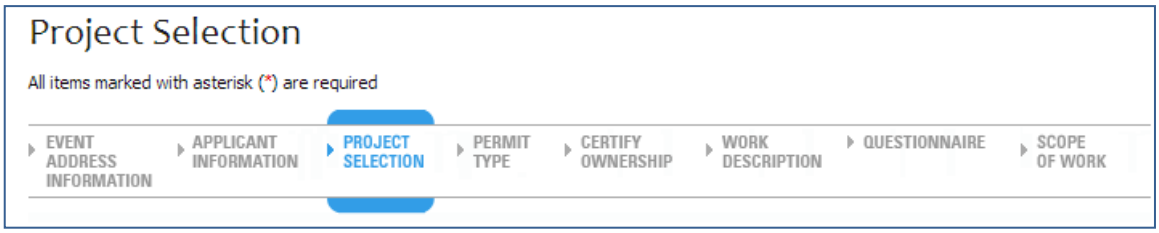
Applicant Information



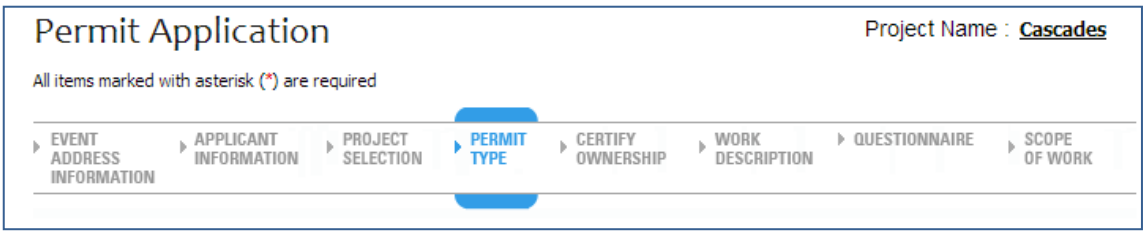
Verify the applicant information. The online Electric Vehicle Charger permit will be offered to property owners, and contractors with a valid B or C10 license. To add a license or make revisions to an existing license, navigate to ***Edit my profile*** within ***My Workbench***.

Project Selection



Select whether this is a ***New Project*** and give it a name that you will recognize later or select an existing project name from the list of ***Existing Projects*** and click ***Next***.

Permit Type



Select the applicable permit type, ***Electric Vehicle Charge–Single Family*** or ***Electric Vehicle Charger-All Others***, and click ***Next***.

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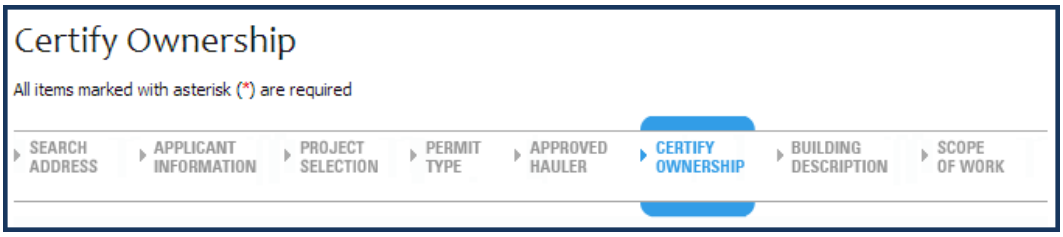
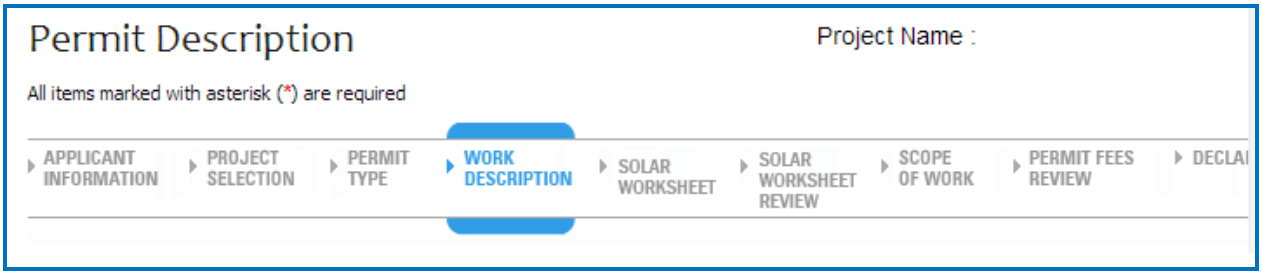
Certify Ownership (For Property Owners Only)



In ***Certify Ownership***, check the boxes to certify that you are the property owner. Click ***Next***.

Permit Description



For "Electric Vehicle Charger-Single Family", the permit sub-type will always default to Single-Family Dwelling while the Work Description will remain non-editable.

For "Electric Vehicle Charger-All Others", choose the applicable permit sub-type from the drop-down list, and type in the Work Description.

Review "Load Calculation" and "Plan Check" statements, and confirm having read and agreeing to the Terms & Conditions before clicking ***Next***.

Note: Click on "Load Calculation" to download a copy of the load calculation form.

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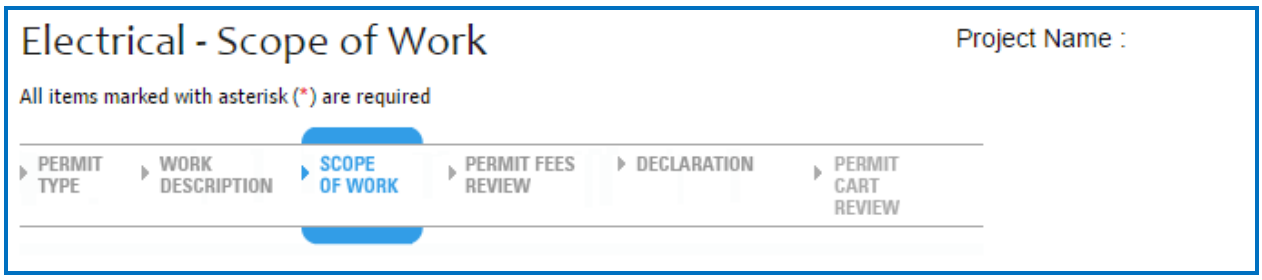
Questionnaire (Only for Single-Family Dwelling)

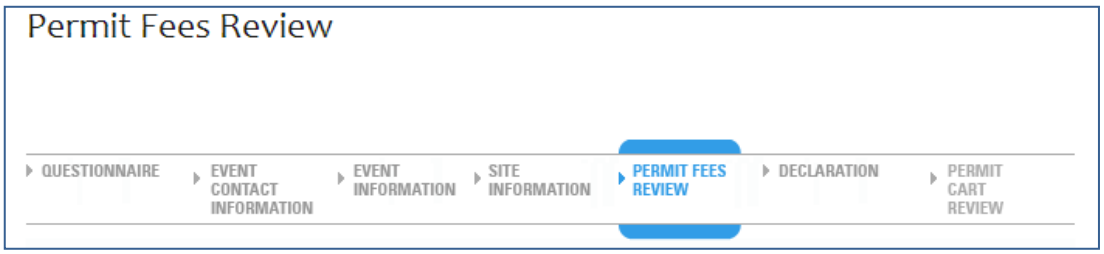
Complete the EV questionnaire. Click ***Next***.

Scope of Work (For Contractors Only)



This page contains a listing of equipment that will appear on the issued permit. Click ***Next*** to continue.

Permit Fees Review



Review your Fee Items, Fee Amounts and other information for accuracy before finishing the permit process on the ***Permit Fees Review*** screen. You can go back and make any changes.

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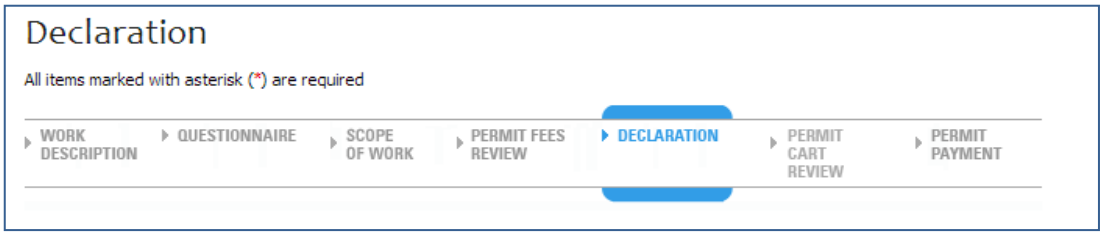
Declaration



You are required to read and agree to the declarations. Click the ***Accept and Add to Cart*** button to continue with process.

Permit Cart Review

Your permit is now in the "Shopping Cart", which gives you the flexibility to pay now or pay later. At this point, you have the option to Apply for Another Permit, Continue to Pay, or come back later to make the payment.

If you would like to pay now, check the accuracy of your permit information on the ***Permit Cart Review*** screen and click ***Continue to Pay***. To pay later, just go to My Workbench and click View/Edit cart.

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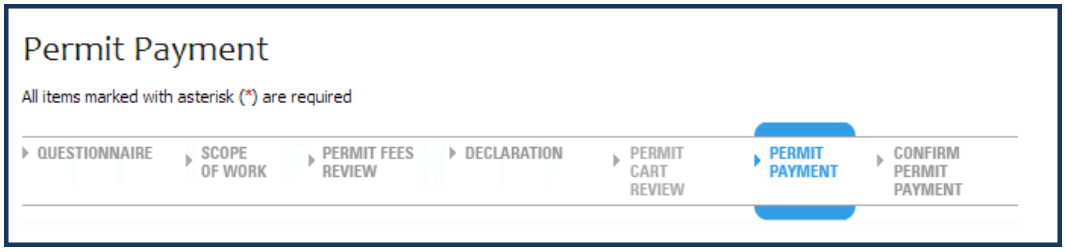
Permit Payment



Enter your payment information on the ***Permit Payment*** screen and click Submit.

Note: **The Billing Address stored in your profile must match the credit card billing address**. If you need to update your billing address, click on the **update billing address link** on the Permit Payment page.

Permit Payment Confirmation

The ***Permit Payment Confirmation*** page displays your permit number and the amount paid. A copy of your permit(s) as well as your solar PV worksheet(s) will be emailed to your registered email address. Once your payment is confirmed on the ***Permit Payment Confirmation*** screen you can Request an Inspection, or Apply for Another Permit.

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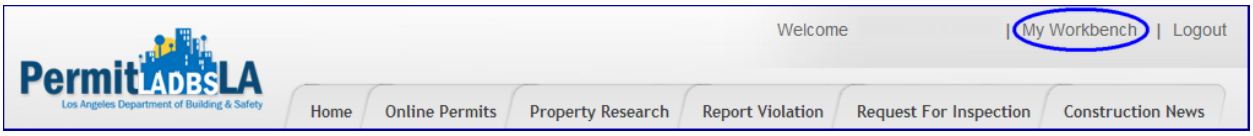
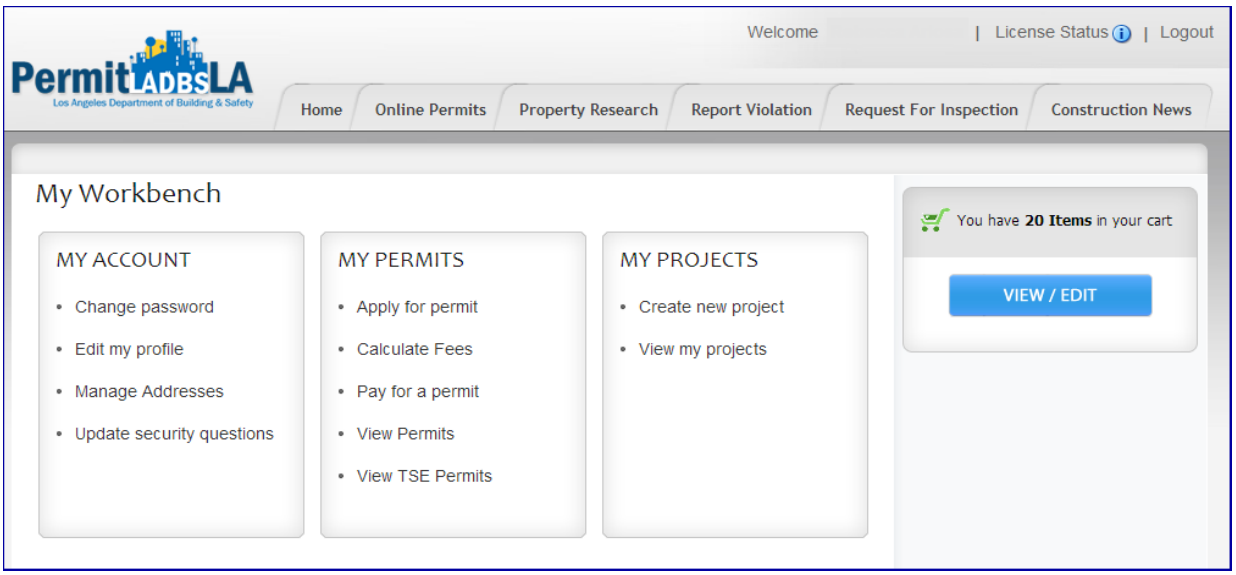
11 Managing Your Account with My Workbench

You can use the ***My Workbench*** page of PermitLA to manage account settings, view Express Permits previously obtained online, and edit permit applications that are still in the shopping cart. To access ***My Workbench***, begin by logging in to PermitLA. Click the ***My Workbench*** link located at the upper right corner of your screen.

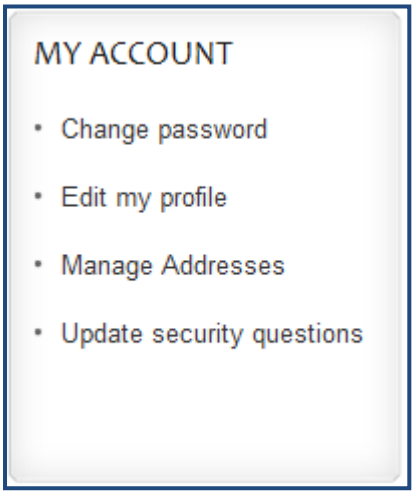


At this point, you will be presented with a screen similar to the one below.



My Account

The **My Account** section provides you with the ability to change your password, edit information pertaining to your addresses on file, or update your license/trade credentials (for contractors and maintenance supervisors). You can also revise your security questions and answers within this section. To make a selection, simply click on the appropriate heading and revise your information as necessary. This is what you can do within each section:



Change password: Update the password used to access your PermitLA account.

Edit my profile: Revise your profile address, default mailing address and default billing address, or update your professional credentials (e.g., contractor license information, if applicable).

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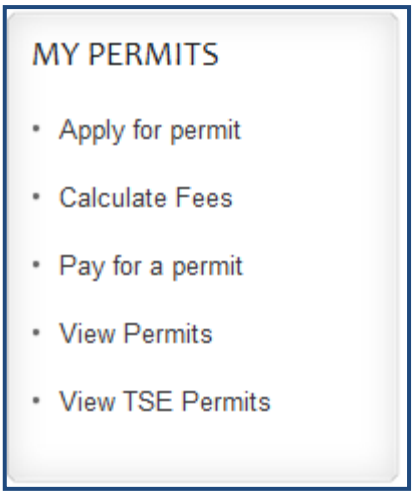
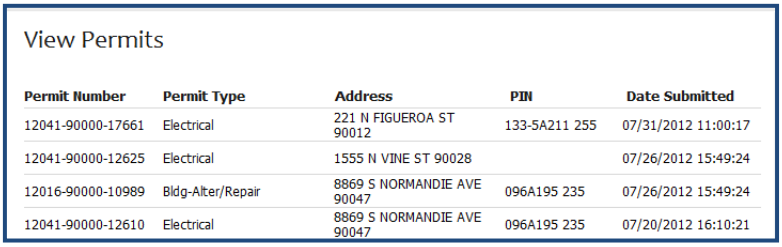
Manage Addresses: Users who have a need for maintaining multiple mailing and billing addresses can add and remove addresses in this section.

Update security questions: Answering these questions correctly is imperative when retrieving a forgotten password. Use this section to review and/or update your security questions as well as the answers to those questions.

My Permits

In ***My Permits***, you can apply for a new permit, calculate fees for a hypothetical permit for which you may wish or need to apply, pay for a permit still sitting in the shopping cart, and view permits that you have obtained online. Please note that the functionality provided by the ***View Permits*** and ***View TSE Permits*** can only be accessed through ***My Workbench.*** ***T***hese two selections are particularly helpful if you need to recall the permit number, permit application submittal date, or project address for a previously obtained permit.



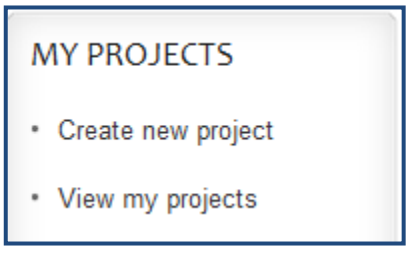


My Projects

Whenever you apply for an Express Permit, PermitLA prompts you to assign the permit to a new or existing project. To create a new project or view past/existing projects, navigate to the ***My Projects*** section within ***My Workbench***.

Create new project: Click this selection to create a new project name to which you will assign a new Express Permit.

View my projects: This selection allows you to view all of the projects that you have saved in PermitLA. You can view the permit(s) associated with each project, rename projects or permanently delete them from this page.



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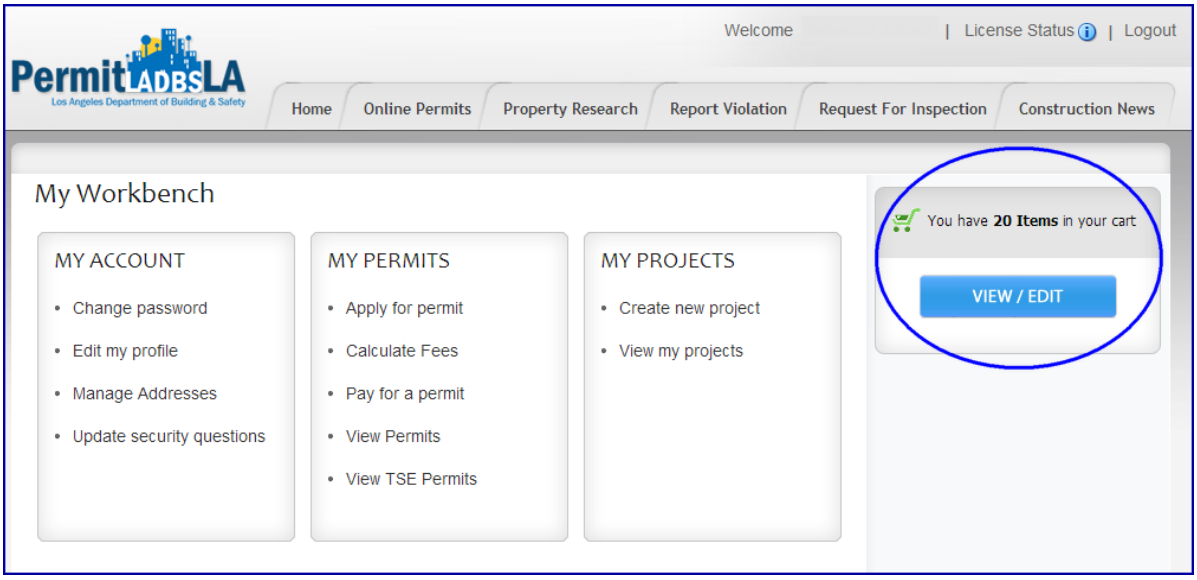
My Cart

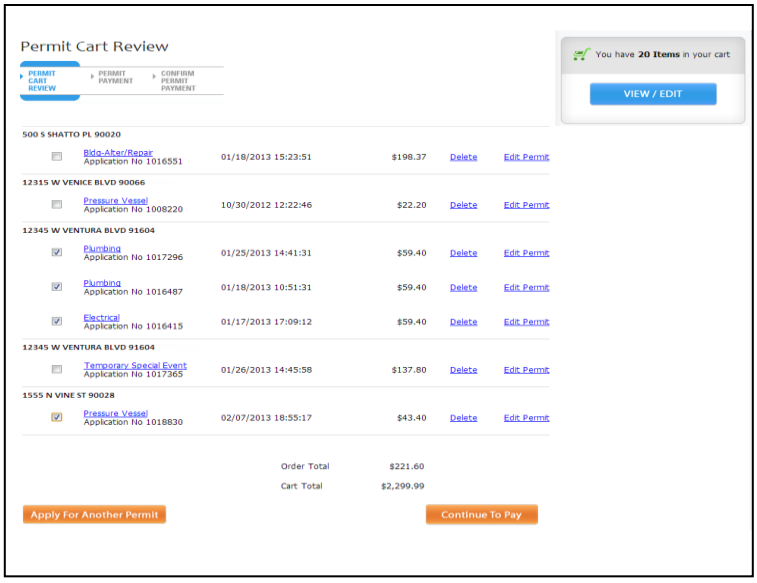
My Cart allows you to view, edit, and pay for any online permit applications with pending payment.



Once you have clicked ***VIEW / EDIT***, you may edit, pay for, or delete any online permit applications that you have initiated.

Please note that you have the ability to simultaneously pay for multiple permit applications by clicking the box appearing to the left of each permit in your list of applications.

However, you can only edit or delete these permits individually.


Permit Cart Review
You have 20 Items in your cart
VIEW / EDIT
500 S SHATTO PL 90020
Bldg-Alter/Repair Application No 1016551 01/18/2013 15:23:51 $198.37 Delete Edit Permit
12315 W VENICE BLVD 90066
Pressure Vessel Application No 1008220 10/30/2012 12:22:46 $22.20 Delete Edit Permit
12345 W VENTURA BLVD 91604
Plumbing Application No 1017296 01/25/2013 14:41:31 $59.40 Delete Edit Permit
Plumbing Application No 1016487 01/18/2013 10:51:31 $59.40 Delete Edit Permit
Electrical Application No 1016415 01/17/2013 17:09:12 $59.40 Delete Edit Permit
12345 W VENTURA BLVD 91604
Temporary Special Event Application No 1017365 01/26/2013 14:45:58 $137.80 Delete Edit Permit
1555 N VINE ST 90028
Pressure Vessel Application No 1018830 02/07/2013 18:55:17 $43.40 Delete Edit Permit
Order Total $221.60
Cart Total $2,299.99
Apply For Another Permit
Continue To Pay

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